



Delmo

*The Blend of goodness
Taste of freshness*

We are a well-established, ISO certified processing company, engaged in production, processing and marketing of wide range of chicken products under "Delmo" brand. Due to expansion of our operations we are seeking the services of following professionals to support our growth.

HUMAN RESOURCES ASSISTANT CUM RECRUITMENT OFFICER

Location –waradala

RESPONSIBILITIES

- Managing recruitment processes and fulfill carder requirement.
- Conduct induction and familiarization programs for all new recruits.
- Maintaining employee records and updating HR databases.
- Monitoring daily attendance and leave.
- Managing employee benefits and compensation packages.
- Addressing employee relations issues and resolving conflicts.
- Preparing and presenting HR-related reports to management.

REQUIREMENTS

- A diploma in Human Resources Management
- Previous experience of at least 1-2 years in similar capacity.
- An outgoing personality with a positive attitude and efficiency in multi-tasking.
- Ability to develop effective interpersonal relations with cross functional teams.
- Computer literacy and excellent communication skills.
- Valid driving license

A competitive remuneration package in per with industry in on offer for the right candidate. Interested candidates may apply within 07 days of this advertisement to careers@delmo.lk with details of two non-referees.

Delmo Chicken & Agro (Pvt) Ltd
No-21 , Waradala, Mellawagedara
www.delmo.lk