

WE ARE HIRING

JOIN
OUR
TEAM



JKOA

Executive – Human Resources

- Training & Development - arranging required training programs according to the training need analysis, assisting to manage training content in company online training portal and driving user engagement of the same, updating training databases, evaluating training feedbacks as per ISO requirements, ensuring training attendance is maintained as required.
- Performance Management - Assisting the entire performance management process which includes self-appraisals, supervisor appraisals and mid-year reviews.
- Assisting in employee recruitment and onboarding processes.
- Organizing of all company employee engagement events, facilitating the employee rewards and recognition processes.
- Handling of all HR operational activities as assigned.

Interested candidates who possess the required skills are invited to click below and forward the CV via JKOA careers website or share the CV to hr@jkoa.lk mentioning the post as the subject line of the e-mail.

John Keells Office Automation (Pvt) Ltd.
Human Resources Manager,
No.90, Union Place, Colombo 2.
011-2313440



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John Keells Group is an equal opportunity employer and we invite applications from all suitably qualified individuals to join our team.