

Teejay Group is Sri Lanka's first multinational and the region's largest weft knit manufacturer. Teejay manufactures knitted fabric for the intimate, outerwear and active wear segments specializing in the manufacture of high quality, weft knitted and dyed stretch fabrics. It is a major supplier to apparel manufacturers throughout Asia and end chain retailers like Marks & Spencer, Victoria's Secret, Intimissimi, Tezenis and Calvin Klein. Teejay group consist of Teejay Prints located in Sri Lanka that engages in rotary screen and digital printing facilities for both woven and knitted fabrics and Teejay India which is located in Vizag and engages in fabric manufacturing giving regional solutions. The group's annual turnover is US\$ 191 million. The company is rated as top 30 Corporates in Sri Lanka and recently it was recognized by Forbes under "Asia's best under a billion" category. Teejay was also recognized by World Textile Awards in the past for the categories of International Dyer and Finisher (2014/2015) and International Textile Firm of the year (2014). It is a listed company backed by two leading industrialists, Pacific Textiles Hong Kong and Brandix Lanka as its main shareholders.

## **INTERN – AUTOMATION (Human Resources)**

**Location – Teejay Lanka PLC – Avissawella**

Are you an energetic and enthusiastic individual?

We are looking for an Intern – Automation (Human Resources)

### **The Job**

- Know the Objective: Understand why you're writing the SOP. Tailor the content accordingly.
- Identify the Requirements: Review the instructions or prompts provided by the organization.
- Review and update organization structures & SOPs of staff members.
- Follow Guidelines: Stick to the word limit, formatting requirements, and other instructions.
- Personalization: Customize the SOP for each application.
- Support and Coordinate with the team in executing key projects for different stakeholders.
- Maintaining relationships with stakeholders and resource suppliers
- Maintaining employee records and databases.

### **The Person**

- A bachelor's degree or part completion of a professional qualification relating to Human Resource Management/Business Management
- Knowledge in MS Office/ Excel/ HRIS is a must along with data analytical skills.
- Excellent verbal and written communication skills
- Task prioritization, time management and multi-tasking ability while being a good team player.
- Attention to detail.
- Strong in creative work

Please send your CV to [careers@teejay.com](mailto:careers@teejay.com) stating the post as the heading within 1 week from the published date of this advertisement