

Sri Lanka's Best Brand

Wants You!



Vacancy for the
position of

Human Resources Assistant / Officer

Singer (Sri Lanka) PLC operates with the vision to be the market leader in elevating and enriching lives in Sri Lanka.

We are seeking a motivated and organized HR Assistant to join our team. The job holder will play a crucial role in supporting our HR department in various administrative tasks, ensuring the smooth and efficient operation of human resources processes. The ideal candidate will be detail-oriented, proactive, and possess excellent communication skills.

Job Profile

- Assist managers to effectively drive employee recruitment and onboarding.
- Keep the personal files and HRIS up to date with key employee information.
- Formulate reports for management decision-making.
- Prepare and issue relevant HR documentation for employees.
- Administer on-time payments for services obtained by HR.
- Support the effective implementation of employee engagement activities.
- Involve actively in special projects identified for the financial year.

Personal Profile

- Following a Degree in Human Resources Management or an equivalent Professional qualification.
- Minimum of 01 Year work experience in a similar capacity or as an HR intern
- Ability to multi-task with effective time management skills
- Competent in MS Excel and data analysis methods.
- Effective communication skills in English and Sinhala.
- Between 18 to 25 Years.
- Able to join immediately upon selection.

📍 No - 112, Havelock Road, Colombo 05. |

'SLIM-KANTAR PEOPLE'S BRAND OF THE YEAR FOR 19 CONSECUTIVE YEARS'

SINGER®