



Sujatha Vidyalaya
Nugegoda



HIGHLANDS COLLEGE
Maharagama



Academy of Professional Studies



Sujatha Pre School
Nugegoda / Maharagama

We Are Hiring Join Our Team

HR EXECUTIVE

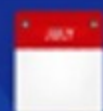
LOCATION: NUGEGODA / TYPE: FULL TIME

Key Responsibilities:

- ✓ Manage HR documentation, attendance, and payroll coordination
- ✓ Support recruitment, onboarding, and employee record maintenance
- ✓ Coordinate staff training, welfare, and performance evaluation activities
- ✓ Ensure adherence to school HR policies and statutory compliance

Requirements:

- ✓ G.C.E. A/L (English medium preferred)
- ✓ 3+ years' HR Executive Experience
- ✓ Diploma/Certificate in HRM or Business Admin (NIBM, CIPM, IBSL, ICBT, etc.)
- ✓ Computer literacy (MS Office)
- ✓ Good English & Sinhala skills



Closing date 14th November 2025



Apply Now!

Send your CV with a photo to hr@sujatha-vidyalaya.com