



About Browns EV

Redefining mobility in Sri Lanka, Browns EV brings affordable, zero-emission electric vehicles for everyday life. Backed by the trust of the Browns Group and powered by the strength of the LOLC Group, we offer a complete EV ecosystem — from quality vehicles and flexible financing to tailored insurance and reliable after-sales support. Join us as we drive a cleaner, smarter future for Sri Lanka.

Key Responsibilities

- Assist with job postings, candidate sourcing and initial screening.
- Coordinate and participate in the interview scheduling and selection process.
- Prepare employment contracts and on-boarding for new hires.
- Maintain accurate and updated employee records, digital and physical, in compliance with statutory and internal requirements.
- Support employee engagement initiatives, staff events and team-building activities.
- Coordinate and administer performance review and appraisal cycles.
- Compile and submit payroll inputs, including attendance, overtime and leave records.
- Assist in planning and coordinating training and development programmes.
- Maintain medical, insurance, health and safety compliance documentation in line with regulatory standards.

**JOIN
THE DYNAMIC TEAM OF
Browns
EV**

HR Officer (Browns EV)

Key Skills & Tools

- Bachelor's degree in Human Resource Management, Business Administration, or a related professional qualification in HR.
- 1 - 2 years of experience in Human Resources or administrative roles.
- Working knowledge of local labour laws and employment regulations.
- Strong verbal and written communication skills in English
- Proficient in MS Office applications.

If you believe your profile matches the role, kindly please forward your CV to us within **7 days** of this advertisement.

recruitment@brownsgroup.com

Human Resources Department

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