



# HR Intern

## LB Finance PLC

LB Finance PLC, a premier financial institution in Sri Lanka with a workforce of over 4,500 employees and a network of more than 200 branches island-wide, is seeking a dynamic and ambitious HR Intern to join our Human Resources team.

This internship offers aspiring HR professionals a valuable opportunity to gain hands-on experience, contribute to meaningful initiatives, and build a strong foundation for a successful career in Human Resources within a vibrant, industry-leading corporate environment.

### Responsibilities

- ❖ Support the onboarding process for new employees, including preparing letters, orientation materials, and conducting initial HR briefings.
- ❖ Provide administrative support for day-to-day HR operations, including staff engagement activities.
- ❖ Maintain and update HR databases with accuracy and confidentiality.
- ❖ Collaborate with the HR team on strategic projects and process improvements.

### Ideal Candidate

- ❖ A graduate or undergraduate pursuing a degree in Human Resources, Business Administration, or a related field.
- ❖ Strong analytical, organizational, and interpersonal skills.
- ❖ Tech-savvy, with proficiency in MS Office and HR systems.
- ❖ High level of discretion, integrity, and adaptability.
- ❖ A self-driven learner with a passion for HR and people management.
- ❖ Age below 25 years

### What We Offer:

- ❖ Exposure to best-in-class HR practices in the financial services industry.
- ❖ Mentorship from seasoned HR professionals.
- ❖ A platform to develop core HR competencies and professional networks.
- ❖ Potential career pathways within LB Finance PLC upon successful completion of the internship.