

Premium Auto Parts (Pvt) Ltd stands as a trailblazer in the realm of motor spare parts trading. As our business expands, We are seeking a proactive and enthusiastic **HR Assistant** to support our growing team. You will be responsible for a broad range of Human Resources functions, ensuring smooth day-to-day operations and contributing to a positive workplace culture



WE'RE HIRING!

HR Assistant



The Job

- Assist in end-to-end recruitment, onboarding, and employee inductions.
- Maintain accurate, confidential employee records and HR databases.
- Support payroll by managing attendance, leave, and related documentation.
- Ensure compliance with labor laws and statutory requirements (EPF/ETF).
- Assist in developing and implementing HR policies and procedures.
- Support employee engagement, training, staff welfare, and handle HR queries.
- Prepare HR reports and provide administrative support to management.
- Maintain positive and collaborative relationships across departments.

The Person

- Should possess A Degree, Diploma or Professional Qualifications in HR/ Finance or Management.
- Minimum of 1 year of experience in an HR-Related role.
- Excellent interpersonal, communication, and organizational skills.
- High level of integrity and ability to handle confidential information.
- A proactive team player with the ability to work independently when required.
- Strong knowledge of Microsoft Office tools and HR documentation.
- Age below 27.

Send your resume to:

corporate@premiumauto.lk



www.premiumauto.lk



Castle Avenue, Col 08

Branches: Kandy / Rathmalana /Himbutana