



APPLY FOR HR ASSISTANT

WHO WE ARE

Swisstek Aluminium Limited established in 2009 is a subsidiary of Lanka Walltiles PLC and Vallibel One PLC. Swisstek Aluminium is one of the leading commercial and industrial Aluminium extrusion profile manufacturers in Sri Lanka. As a very dynamic extruder meeting all the international standards, Swisstek Aluminium has become an exclusive supplier of multiple profiles in multiple finishes for many renowned brands around the world.

PROFILE

- Bachelor's degree or equivalent professional qualification in Human Resources, Business Administration, or a related field.
- Minimum of 1 year of experience in overall HR functions.
- Experience in payroll processing is an added advantage.
- Excellent interpersonal and communication skills.

RESPONSIBILITIES

- Oversee day-to-day HR processes.
- Track employee attendance, leave, absences, and assist with payroll processing.
- Organize team-building activities and other employee engagement initiatives.
- Support in maintaining a positive workplace culture.

Interested candidates may apply within 7 days of this advertisement.

Email to : careers@swisstekaluminium.com

BE THE BEST BY JOINING THE BEST

Manager - HR Swisstek Aluminium Limited,

No.118/A, Nawala Road , Colombo 5.

Factory

No.76/7, Pahala Dompe.

🌐 www.swisstekaluminium.com

