



## Intern - Human Resources

### About Us:

We, LB Finance PLC, are crowned for our unparalleled record as the top finance brand in Sri Lanka, backed by a strong financial background and experience spanning over 53 years in the industry. Our innovative financial solutions are offered through 214 branches island wide by our talented team of more than 4,500 employees who are passionate about what we do and what's next. Also we have expanded our presence in Myanmar with a network of 14 established branches. Human capital is at the heart of our business. It is the knowledge collective capabilities and satisfaction of our employees that drive LBF's strategic intent. Given the crucial role they play in the business, LBF's vision and core values seek to attract, develop, and retain the most talented people by providing them with a distinctive employee experience including fair and equal opportunities to thrive and grow both personally and professionally.

Are you ready to gain invaluable, practical experience in a progressive and industry-leading organization? This is your chance to immerse yourself in cutting-edge HR practices, work on transformative projects, and play a key role in shaping a dynamic and innovative workplace culture.

### Key Responsibilities :

- ✦ Support the onboarding process for new employees, including preparing letters, orientation materials and conducting initial HR briefings
- ✦ Provide administrative support to day-to-day operations of the HR department, ensuring smooth execution of HR functions and activities
- ✦ Maintain and update employee records and HR databases
- ✦ Assist with employee engagement activities and initiatives
- ✦ Help prepare HR reports and documents as needed
- ✦ Participate in HR projects and research tasks
- ✦ Address employee inquiries and provide support on HR-related questions
- ✦ Provide assistance in various HR projects as required

### Ideal Candidate :

- ✦ Currently pursuing or recently completed a degree in Human Resources, Business Administration, or a related field.
- ✦ Strong interest in pursuing a career in Human Resources.
- ✦ Strong academic background with GCE (A/L)
- ✦ Excellent communication skills in English (both verbal and written)
- ✦ Independent and works with minimum supervision
- ✦ Proficient in Microsoft Office Package
- ✦ Strong organizational and multitasking abilities.
- ✦ Ability to work effectively in a fast-paced, team-oriented environment
- ✦ Age below 25 years

### What We Offer :

- ✦ A collaborative and supportive work environment
- ✦ Hands-on experience across various HR functions
- ✦ Opportunities for career growth and development

If you're eager to learn and thrive in a collaborative setting,

we want to hear from you! Send your CV to [hr@lbfinance.lk](mailto:hr@lbfinance.lk) within 14 days of this advertisement.

Take the first step toward an exciting and rewarding career with LB Finance - where your journey begins!

Your information will be handled with the utmost confidentiality and will not be shared with any third parties.

At LB Finance PLC, we are committed to upholding our privacy notice and company data protection policy to ensure the highest standards of data security and integrity.

Head of Human Resources



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