

As a part of Sri Lanka's largest listed conglomerate, JKIT focuses on Strategy, Consulting, Digital, Technology and Operations to large multinational companies' world-wide. JKIT has delivered many award-winning solutions to some of the biggest names in Europe, Middle East, and Asia.

We invite applications from suitably qualified individuals for the post of **Internship – Human Resources**.

The selected candidate will report to the Practice Manager – Human Resources & Resource Center Operations.

**The Internship – Human Resources will be responsible for:**

- Assisting in the recruitment process and maintaining a resource pool
- Screening and shortlisting candidates based on job requirements
- Maintaining relationships with stakeholders and resource suppliers
- Maintaining employee records and databases
- Assisting in Managed Service operations

**The ideal candidate should possess:**

- A bachelor's degree or part qualification in Human Resource Management/Business Management
- Proficiency in MS Office package, MS Word, MS Excel, and a good knowledge in IT
- Excellent verbal and written communication skills
- A good knowledge in software tools and technologies as it would be an added advantage

If you're up for the challenge, please send your resume to [careers@johnkeellsit.com](mailto:careers@johnkeellsit.com)

or contact our Recruiter at 0719631470

Please state the position you're interested, in the subject line of your email.

