

# Alumex PLC

Established in 1988, Alumex PLC is a subsidiary of Hayleys PLC and has been a leading force in Sri Lanka's Aluminum industry. Our manufacturing facilities are located at the Lindel Industrial Estate in Sapugaskanda, Makola and Minuwangoda Road Ekala. Alumex is specialized in the development and production of Aluminum extrusions, serving a diverse range of applications. Our unwavering commitment to excellence has positioned us as the market leader, distinguished by our exceptional product range. We are proud to hold licenses for manufacturing Aluminum Profiles for global brands and have earned ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 and SLSI certifications, attesting to our commitment to quality. In the dynamic landscape of Sri Lanka's construction industry, Alumex has emerged as a fast-growing corporate entity. We are now poised for further expansion, both locally and beyond. We are currently inviting applications from qualified candidates to join our team and the selected candidate will be located in our manufacturing facility at Sapugaskanda, Makola.

## HR Assistant

### Job Summary:

Securing management and employee support in execution, documentation and coordination of performance management process, T & D process and employee engagement activities will be the main objective of this role.

### Key Responsibilities:

- Coordinate and drive the performance management process of the company
- Coordinate and drive the Training and Development process of the company
- Provide administrative and back-office support for company engagement activities
- Perform any other assistance for the functions of the HR and Admin department

### Qualifications:

- GCE A/L with Advance Certificate Level qualification in HRM from CIPM / NIBM
- 1-year of Staff Grade experience in the HR Department of a reputed organization.
- Proficient in Microsoft Office Package
- Strong communication and interpersonal skills.
- Hands-on experience with HRIS applications will be added an advantage

The remuneration package for the above position is very competitive and the rewards are performance-driven.

If you think you have what it takes to be successful in this challenging role, please apply **within 7 days** of this publication by email to [hrd@alumexgroup.com](mailto:hrd@alumexgroup.com) or by post to DGM - **HR and Admin, Alumex PLC, Pattiwila Road, Sapugaskanda, Makola** indicating the position applied for on the subject line of the email or on the top left corner of the envelope. Influencing will not have any bearing on the selection process, which is merit-based.

Hayleys is an Equal Opportunity Employer.



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