



## Come join our team as an Officer / Intern – Human Resources

John Keells CG Auto Private Ltd (JKCG) is a John Keells Group company, Sri Lanka's largest conglomerate listed on the Colombo Stock Exchange. With an operating history of over 150 years, the John Keells Group is present in 7 industry sectors, namely Leisure, Property, Transportation, Consumer Food, Retail, Financial Services and IT & Plantations. John Keells CG Auto is the official distributor of BYD passenger vehicles, parts and services in Sri Lanka.

BYD, a global powerhouse, secured the position as the Global number one New Energy Vehicles (NEV) sales in 2022 and 2023 is committed towards sustainable transportation solutions.

### What you need to do

- Assist in the recruitment process, including sourcing candidates, screening resumes, and scheduling interviews.
- Help onboarding new employees by preparing necessary documentation and conducting orientation sessions.
- Maintain and update employee records and HR databases.
- Assist in organizing employee engagement activities and company events.
- Perform general administrative tasks such as filing, data entry, and maintaining HR reports.

### What you need

- Currently pursuing or recently completed a degree in Human Resources, Business Administration, or a related field.
- Strong interpersonal and communication skills.
- Excellent organizational and time management skills.
- Ability to maintain confidentiality and handle sensitive information professionally.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- A proactive attitude and willingness to learn.

If interested, please send your CV to [careers.jkcg@keells.com](mailto:careers.jkcg@keells.com) within 7 days of the advertisement.

Please mention the position as "Officer / Intern – Human Resources" in the subject header.