



Founded 1965

**Sujatha Vidyalaya**  
Nugegoda



**HIGHLANDS COLLEGE**  
Maharagama



Academy of Professional Studies



**Sujatha Pre School**  
Nugegoda / Maharagama

# VACANCIES ADMINISTRATIVE STAFF

*Join Our Versatile Team*

## HR Assistant

### Requisite Qualifications

- ✓ Diploma in Human Resource Management from a recognized institute.
- ✓ Familiar with time attendance, payroll processing and handling EPF/ETF
- ✓ Assisting with day-to-day operations of the HR functions
- ✓ Knowledge in Ms office package and HR best practices

### Other Requisite

- ✓ Minimum of 3 years of experience in similar capacity
- ✓ Age between 25 - 45 Years
- ✓ Candidates should possess strong interpersonal skills and ability to work independently in an unsupervised environment as a resourceful and dedicated team member.

Please forward your application within 7 working days together with 2 non-related references. Specify the role in the subject line of the e-mail.

**Head of Human Resources**



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