

Become a
change maker at



**LAKE
HOUSE**

HUMAN RESOURCES ASSISTANT

WE ARE LOOKING FOR A YOUNG, CONFIDENT, DYNAMIC AND RESULT ORIENTED INDIVIDUAL WITH EXCELLENT INTERPERSONAL SKILLS FOR THE ABOVE POSITION.

QUALIFICATIONS AND REQUIREMENTS:

- Fully or partly qualified in a Degree in Human Resource Management or Business Management.
Or
- Fully or partly qualified in Chartered Qualification in Human Resource Management from CIPM
- Previous working experience in the HR field within a similar industry will be a definite advantage.
- Excellent command in both Sinhala & English Languages.
- Proficiency in Microsoft Office suite (Word, Excel, Power Point)
- Age -Below 28 years.
- Strong Interpersonal and communication skills with a pleasing personality.
- Ability to work independently and as part of a team.
- Ability to handle sensitive information with confidentiality.
- Target oriented and capacity to work under pressure to meet deadlines.

Selected candidate will be rewarded with an attractive salary package and excellent career benefits with a clear path towards personal & professional development with training opportunities

**INTERESTED?
THEN SEND YOUR CV TO
careers@lakehouse.lk**



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THE HUMAN RESOURCES DEPARTMENT
THE ASSOCIATED NEWSPAPERS OF CEYLON LTD
No. 35, D.R. Wijewardene Mawatha, Colombo -10.