

VACANCY

HR ASSISTANT

Sri Lanka's Largest Government Owned Retail Chain

Role of Lanka Sathosa Ltd

- Provide products at affordable prices with good quality for a larger consumer community in a respected manner.
- Serve as a place for SMEs to sell their products without any hassle.
- Connect farmers with traders with minimal restrictions.
- Be an organization with a culture driven by the highest integrity, supporting all its stakeholders to achieve their objectives, including employees.

Job Role

- Maintain up-to-date employee personal files and records.
- Update HRIS system and employee database with staff movements and changes.
- Maintain and monitoring employee records and documentation, including employee databases, attendance and leaves.
- Compile overtime, attendance, and other input data required for monthly payroll processing.
- Act as a liaison between the HR department and employees, responding to questions and complaints.
- Draft routine HR letters, notices, and internal communications.
- Assist in organizing staff welfare programs, training, and HR events.
- Support in handling employee grievances at the first level and escalate when needed.
- Ensure HR activities comply with labor laws, retail regulations, and internal audit requirements.
- Prepare routine HR reports as requested by management.
- Perform other duties as assigned by the Head of the Department.

Qualifications :

External Candidates:

Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including

- i) Sinhala/Tamil
- ii) Mathematics

And

Having passed three subjects (other than the General paper) at the G.C.E. (A/L) Examination.

Age : Should be not less than 18 years and not more than 45 years.

Salary : Salary will be paid subject to the Government Circulars

The Ideal Candidates should also:

- Have experience in a reputed commercial or Multinational organization in the similar capacity.
- Have excellent analytical, Problem solving and organizing skills.
- Possess strong leadership qualities, interpersonal communication skills.
- Be able to demonstrate good IT skills.

Every applicant,

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post well.
- Should be of excellent moral character.

If you have the right qualifications and experience, please submit your curriculum vitae with copies to email address

vacancies@lankasathosa.org within 14 days of this advertisement. (The post applied should be indicated in the Subject line of the email)

(The organization will correspond only with the short listed candidates)