



Inspiring goodness...



LITTLE LION ASSOCIATES (PVT) LIMITED VACANCY

Little Lion Associates (Pvt) Ltd, a subsidiary of Maliban Group of Companies, is one of the leading FSSC 22000 certified organizations, specialized in manufacturing and marketing of cookies, baby rusks, wafers, swiss rolls, cakes & bakery products.

We are seeking a dynamic, self-motivated and result-oriented individual to fill the following position with immediate effect.

Position Available: HR INTERNSHIP

KEY RESPONSIBILITIES

- Assist in collecting training requirements and preparation of annual training plan.
- Assist & coordinate in scheduling training sessions.
- Assist in the preparation of JDs for staff and above-level employees.
- Providing administrative support for daily HR operations.
- Assist in recruitment process, including job postings, screenings & interview coordination.

QUALIFICATIONS AND ATTRIBUTES

- Undergraduate in HRM or business administration from a recognized institute.
- Strong analytical and problem-solving skills.
- Strong interest in HR functions & employee engagement.
- Proficient in MS package.
- Age 22 – 27 years.
- Ability to work independently.
- Excellent verbal and written communication skills.

How to Apply:

Please forward your updated CV to careers.littlelion@malibangroup.lk along with the names and contact numbers of 2 non-related referees. Please indicate the position you are applying for in the subject line.

Manager - Human Resources & Administration
Little Lion Associates (Pvt) Ltd,
No 11, A.G. Hinniappuhamy Mawatha, Colombo 13.

