

INTERN

Human Resources

Chartered Institute of Personnel Management (CIPM) Sri Lanka (Inc.), the nation's leader in Human Resource Management, which is fast expanding to meet the current and emerging demands of the HR Profession, requires a self-motivated, results-oriented professional to fill the vacancy of the **Intern – Human Resources**.

The ideal candidate should possess a pleasant and outgoing personality, willing to take responsibility and initiative to handle assigned tasks within specific time limits. He/she should be adaptable to working in a challenging work environment.

POSITION OVERVIEW:

As an HR Intern, you will gain hands-on experience in various HR functions while supporting our HR team in daily operations. This internship is an excellent opportunity for you to pursue a career in human resources.

KEY RESPONSIBILITIES:

- Assist with the recruitment process, including job postings and candidate screening.
- Support onboarding activities for new hires.
- Maintain employee records and assist in HR documentation.
- Participate in employee engagement initiatives and events.
- Assist with data entry and HR database management.
- Help with the preparation of HR reports and presentations.
- Provide administrative support to the HR team as needed.

QUALIFICATIONS:

- Diploma /CQHRM or equivalent qualification in HRM from CIPM /recognized university / organization.
- Strong interest in HR management.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office (Word, Excel, PowerPoint).

Remuneration for the above position is negotiated and will be commensurate with questions and experience.

Interested applicants please forward your CV with the relevant contact information of two non-related referees to reach careers@cipmlk.org or to the following address within 14 days. Please include the position applied for in the subject line of the e-mail or on the top hand corner of the envelope.