

WE ARE HIRING

Intern - HR



Connect • Collaborate • Contribute

What you can learn:

- Gain exposure to the full recruitment cycle, including CV screening, interview coordination, and candidate communication.
- Learn onboarding and induction processes by supporting new employee joining activities.
- Develop practical knowledge in maintaining employee records, personal files, contracts, and HR databases.
- Learn attendance tracking, leave management processes, and HRIS data updates.
- Understand payroll processes by assisting in data preparation and verification activities.
- Get hands-on experience in organizing training programs, employee engagement initiatives, and company events.
- Learn how to prepare HR reports, presentations, and basic dashboards for management review.
- Gain exposure to employee relations processes, including disciplinary and grievance-handling documentation under supervision.
- Understand company HR policies and basic labor law compliance requirements.
- Build strong HR administration skills through day-to-day HR support and ad-hoc assignments.

Qualifications & Requirements:

- Undergraduate or recent graduate in Human Resource Management, Business Administration, Management Studies, or a related discipline.
- Currently following or completed an internship requirement from a recognized university or institute.
- Good verbal and written communication skills in English (Sinhala/Tamil will be an added advantage).
- Strong interpersonal skills with the ability to handle confidential information responsibly.
- Proficiency in MS Office (Excel, Word, PowerPoint); HR systems knowledge is an added advantage.
- Good organizational and time management skills.
- Positive attitude, eagerness to learn, and attention to detail.

Colombo West International Terminal (CWIT) is the promise of futurity, delivered today!

A consortium comprising 49% of local shareholding with Sri Lanka's leading enterprise John Keells Holdings PLC 34%, Sri Lanka Ports Authority 15% and India's largest port operator, Adani Ports and SEZ Limited 51%.

By executing its automation and inclusion strategy, CWIT is redefining the Maritime Eco System. As the first terminal to introduce hybrid Ship-to-Shore and fully automated Yard Operations in Port of Colombo, CWIT will significantly improve employee work life and will provide equal opportunity to all. CWIT will create enhanced job roles to impact communities and economies.

Through a series of groundbreaking technological innovations, CWIT will augment the proposition of the Port of Colombo and elevate its position in the Global Arena.

Colombo West International Terminal (Private) Limited is an equal opportunity employer.



Send us your CV
careers@cwit.lk

Send your CV and profile to the given email with details of two non-related referees within 10 days of this advertisement. Kindly mention the position applied for as the subject line in the email.