



# HR Intern

## LB Finance PLC

LB Finance PLC, a premier financial institution in Sri Lanka with a workforce of over 4,500 employees and a network of more than 200 branches island-wide, is seeking a dynamic and ambitious HR Intern to join our Human Resources team.

This internship offers aspiring HR professionals a valuable opportunity to gain hands-on experience, contribute to meaningful initiatives, and build a strong foundation for a successful career in Human Resources within a vibrant, industry-leading corporate environment.

### Responsibilities

- ❖ Support the onboarding process for new employees, including preparing letters, orientation materials, and conducting initial HR briefings.
- ❖ Provide administrative support for day-to-day HR operations, including staff engagement activities.
- ❖ Maintain and update HR databases with accuracy and confidentiality.
- ❖ Collaborate with the HR team on strategic projects and process improvements.

### Ideal Candidate

- ❖ A graduate or undergraduate pursuing a degree in Human Resources, Business Administration, or a related field.
- ❖ Strong analytical, organizational, and interpersonal skills.
- ❖ Tech-savvy, with proficiency in MS Office and HR systems.
- ❖ High level of discretion, integrity, and adaptability.
- ❖ A self-driven learner with a passion for HR and people management.
- ❖ Age below 25 years

### What We Offer:

- ❖ Exposure to best-in-class HR practices in the financial services industry.
- ❖ Mentorship from seasoned HR professionals.
- ❖ A platform to develop core HR competencies and professional networks.
- ❖ Potential career pathways within LB Finance PLC upon successful completion of the internship.

### APPLY VIA XPRESSJOBS

Your information will be handled with the utmost confidentiality and will not be shared with any third parties. At LB Finance PLC, we are committed to upholding our privacy notice and company data protection policy to ensure the highest standards of data security and integrity.