



NUMERIX
PRIVATE LIMITED

NUMERIX

WE ARE **HIRING**

INTERN/JUNIOR HR & ADMIN

PART TIME - OFFICE BASED



REQUIREMENTS:

- 'A' Grade for at least 1 subject in A' Level
- 'A' Grade for English & Maths in O' Level
- Undergraduates in the field of HR are encouraged to apply
- Prior experience in a similar role will be an added advantage
- Good understanding of HR and Administrative operations within a BPO environment
- Proficiency in email communication, digital tools, and computerized software
- Strong communication and administrative skills

WORKING HOURS

MONDAY TO FRIDAY

OFFICE BASED

8 AM - 12 PM OR 1 PM - 5 PM

SATURDAY

REMOTE

2 Hours (Flexible)

SALARY & BENEFITS

**Negotiable and will
commensurate with
skills & experience**

CAREER PROSPECTS

**Opportunity for
promotion to a full-time
position and higher roles
based on skills and
performance.**



Email your CV to: **jobs@numerix.lk**

☎ 0721310003 | 🌐 www.numerix.lk |

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