

Join us.
Let's care
for tomorrow.

ALLIANZ INSURANCE LANKA LTD.

INTERN – HR OPERATIONS

PEOPLE AND CULTURE DEPARTMENT

Join Allianz Insurance Lanka Limited, a fully owned subsidiary of Allianz SE Germany, a global financial services provider with services predominantly in insurance and asset management business, headquartered in Munich, Germany. As part of our team, you will have the opportunity to grow professionally and make a meaningful impact in the insurance industry. Join us and be a part of a company that values excellence, innovation, and customer-centricity.

We are looking for a **motivated and hardworking Intern – HR Operations** to support our day-to-day HR activities. The ideal candidate should be eager to learn, organize, and able to work in a fast-paced environment.

What you do

- Support day-to-day HR operational activities.
- Assist with employee documentation, filing, and database updates.
- Coordinate onboarding and offboarding processes.
- Support HRIS data entry and maintenance.
- Provide administrative support to the HR Operations.

What you bring

- Undergraduate or recent graduate in HR, Business Management, or related fields.
- Strong communication and interpersonal skills.
- High attention to detail and strong organizational ability.
- Ability to maintain confidentiality and professionalism.
- Proficiency in MS Office tools.
- Positive attitude and willingness to learn.

What we offer

- The ideal candidates can look forward to a rewarding career coupled with advanced training opportunities, attractive remuneration package, and great exposure for global and multinational practices.



Location

Head Office (One Galle Face Tower)



Job level

Internship



Apply now

careers@allianz.lk

Please send your CV to above email address and mention the post you apply on the subject bar of the email.

#LETSCAREFORTOMORROW   

Classification: **Confidential**



Allianz Group is one of the world's most trusted insurance and asset management companies. Caring for our employees, their ambitions, dreams, and challenges makes us a unique employer. Together we can build an environment where everyone feels empowered and has the confidence to explore, grow, and shape a better future for our customers and the world around us.

We at Allianz believe in a diverse and inclusive workforce and are proud to be an equal-opportunity employer. We encourage you to bring your whole self to work, no matter where you are from, what you look like, who you love, or what you believe in.

We, therefore, welcome applications regardless of ethnicity or cultural background, age, gender, nationality, religion, disability, or sexual orientation.

Allianz is the Worldwide Insurance Partner of the Olympic and Paralympic Movements.

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