

WE ARE HIRING

Intern - Human Resource

📍 Galle



Key Responsibilities

- assist in recruitment process.
- contribute to all HR development activities
- Maintain employee records & HR Information System.
- Support to attendance, leave, and payroll documentation processes.
- Contribute in employee engagement activities and HR projects.
- Provide administrative support to the HR department as required.

Requirements

- Following or completed a Degree / Diploma in Human Resource Management.
- Good communication skills in English
- Proficiency in MS Office (Word, Excel, PowerPoint)
- Positive attitude and willingness to learn

Apply Now

Please email your CV to
careers@samsonint.com

with the names of two non-related referees indicating the post in the subject line within 14 days of this advertisement



Samson International PLC
Akuressa Road, Bogahagoda, Galle
www.samsonint.com
Tel: 091 309 4469 - 72