







**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](mailto:careers@samsonint.com) with the names of two non-related referees indicating the post in the subject line within 14 days of this advertisement



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