

Hayleys Group is amongst Sri Lanka's largest, and most respected diversified conglomerates with a turnover in excess of USD 1 Billion. To explore the World of Hayleys, visit us at: www.hayleys.com.

Dipped Products PLC

Dipped Products PLC and its subsidiary companies are ranked amongst the world's leading manufacturers of rubber gloves. DPL operates in Sri Lanka, Thailand and an extended marketing arm in Italy, Poland and France. The company is listed on the Colombo Stock Exchange and is a member of Hayleys Group.

HR-Assistant

Dipped Products PLC seeks a dynamic, results-oriented individual to be recruited as HR-Assistant and will be based at our production facility in the suburbs of Colombo.

Job Responsibilities

- Ensuring the smooth functioning of non-executive recruitment and selection process
- Prepare HR related reports and documents as needed
- Provide assistance to HR and Administration related functions
- Coordinate with manpower contractors and ensure manpower availability
- Processing of Payroll of manpower employees
- Overlook housekeeping of premises and canteen functions
- Organize/ coordinate company events and activities
- Assist in training and development

Candidate Profile

- Diploma in Human Resources Management or similar qualification from a recognized Institute
- Minimum 01-year of experience in similar capacity
- Sound knowledge of MS Office packages
- Outstanding interpersonal skills
- Strong service and results orientation
- Excellent Administrative and organizational skills

If you think you have what it takes to be successful in this challenging role, please apply via email to jobs@dplgroup.com indicating the position applied for on the subject line of the email. The pay and benefits of the above position will be competitive and the rewards are performance-driven.

Hayleys is an Equal Opportunity Employer.

