



MALIBAN DAIRY AND AGRI PRODUCTS (PVT) LTD.

# VACANCY

**Maliban Dairy & Agri Products (Pvt) Ltd**, is a key player in Sri Lanka's Dairy and Agricultural Sector, committed to producing high-quality dairy products and promoting sustainable agriculture. As part of the Maliban Group, we strive to uplift local farmers and contribute to the Nation's food security through ethical and innovative practices. Join us in our journey to enrich lives by delivering nutritious and fresh dairy products to every household in Sri Lanka.

In line with our rapid expansion, we are seeking a highly motivated, dynamic, and results-driven individual to fill the following position immediately.

## Position Available: EXECUTIVE - HUMAN RESOURCES & ADMINISTRATION

**Location: Dambulla**

### KEY RESPONSIBILITIES

- Support end-to-end recruitment activities including sourcing, shortlisting, interviews, and onboarding.
- Manage employee records, HR documentation, and HRIS updates.
- Coordinate induction and orientation programs for new joiners.
- Assist in performance management processes and employee engagement initiatives.
- Handle employee queries related to HR policies, benefits, and procedures.
- Support payroll inputs, attendance, and leave administration.
- Ensure compliance with labor laws, company policies, and statutory requirements.
- Assist in training coordination and HR projects as assigned.

### QUALIFICATIONS AND ATTRIBUTES

- Bachelor's degree in human resources, Business Management, or a related field.
- 1-3 years of experience in an HR generalist or HR operations role.
- Sound knowledge of HR practices and labor legislation.
- Strong communication and interpersonal skills.
- Good organizational skills with attention to detail.
- Proficiency in MS Office and HR systems.
- Candidates residing in or willing to commute from **Galewela, Dambulla, Kurunegala, Kekirawa, or Habarana** will be preferred.

### WHAT WE OFFER

- An attractive remuneration package awaits the right candidate.

#### How to Apply:

Please forward your updated CV to [vacancies@malibangroup.lk](mailto:vacancies@malibangroup.lk) along with the names and contact numbers of 2 non-related referees.  
Please indicate the position you are applying for in the subject line.

Group Chief Operations Officer  
MALIBAN DAIRY AND AGRI PRODUCTS (PVT) LTD.  
389, Galle Road, Ratmalana.

