



**WE ARE
HIRING**

Executive - Human Resource and Administration

Responsibilities

- Manage the end-to-end recruitment process and related documentation.
- Evaluate employee performance and provide feedback.
- Address employee relations issues and resolve conflicts.
- Handle boarding places and agreements.
- Update employee attendance in the HRIS system.
- Maintain employee records.

Qualifications & Skills

- Bachelor's degree or Diploma in Human Resources Management or related field.
- Minimum 2 years of experience in HR-related role.
- Familiarity with HR related laws and regulations.
- Proficiency in Microsoft Office applications.

**LOCATION : HIKKADUWA &
MATARA**

Send Your CV

careers@pereraandsons.com