



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](http://www.hayleys.com).

### **FENTONS LIMITED**

Founded in 1919, Hayleys Fentons Limited is one of Sri Lanka's first engineering companies. As the No.1 Solar EPC and MEP contractor in the country, the company has over 100 years of engineering excellence. Its key specialisations include Solar, Wind and Utility Projects, Mobility Solutions, ICT Systems, Electrical and Lighting, Fire Safety, Air Conditioning and Ventilation, Plumbing and Gas, Security and Communication, Audio-Visual Integration, UPS and Battery Backup, Facilities Management, Architectural Drawings and 3D Visualisation, Industrial Accessories Trading and Hydro Solutions. Renowned for innovation and exceptional client service, the company's main aim is to provide sustainable and innovative engineering services for a better life.

#### **HR Intern**

The HR Intern will support the recruitment team by assisting with candidate sourcing, screening, interview coordination, and onboarding activities while gaining hands-on experience in end-to-end hiring processes.

#### **Job Responsibilities**

- Assist in sourcing candidates through job portals, LinkedIn, and other platforms.
- Screen resumes and shortlist candidates based on role requirements.
- Coordinate interviews and communicate with candidates.
- Support job posting creation and employer branding initiatives.
- Maintain and update candidate databases and recruitment trackers.
- Assist with onboarding documentation and HR administrative tasks.
- Participate in recruitment drives, career fairs, and HR projects.

#### **Candidate Profile**

- Currently pursuing or recently completed a degree in Human Resources, Business Administration, Psychology, or a related field.
- Strong interest in recruitment and talent acquisition.
- Good communication and interpersonal skills.
- Ability to multitask and work in a fast-paced environment.
- Proficiency in MS Office (Excel, Word, PowerPoint).
- Familiarity with LinkedIn or job portals is a plus.

If you are interested, please apply via email to [careers@hayleysfentons.com](mailto:careers@hayleysfentons.com) indicating the position applied for on the subject line of the email.

Hayleys is an Equal Opportunity Employer.

