

Job Vacancies

Be part of our rapid business growth and expansion plans...



Kings Hospital Colombo is an ultra-modern multi-specialty 130 bedded corporate hospital located within the 'Hospital Zone' of Narahenpita, Colombo. We are committed to providing compassionate and high-quality medical care of international standards with a focus on value-based healthcare providing the best clinical outcomes at optimum cost.

We are seeking to recruit qualified undergraduates to the positions of HR Intern.

Intern - HR

HR internships typically involve a range of supportive tasks that provide hands-on exposure to real-world HR practices. These roles allow interns to develop practical skills in recruitment, employee relations, and administration under the supervision of HR staff.

Key Responsibilities:

- Assisting with posting job advertisements on various platforms, screening resumes and application forms, and scheduling interviews with shortlisted candidates.
- Helping new hires with the onboarding process and induction, including preparing employment forms, updating internal employee databases, and maintaining accurate employee records.
- Performing general administrative tasks, such as managing employee files, gathering payroll data (working hours, leaves, bank accounts), and preparing HR-related reports.
- Supporting the coordination of company events, training programs, and other employee engagement activities.
- Conducting basic research on HR policies and best practices and assisting in the review and distribution of company policies.

Minimum Qualifications.

- Undergraduates in Human Resources Management, Business Administration, or a related field/ or diploma in same.
- Strong organizational and time management skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and an affinity for HR Information Systems (HRIS).
- The ability to work both independently and collaboratively as part of a team.
- A positive attitude and willingness to learn in a fast-paced environment.

The selected candidates will be offered a monthly allowance
Please email your resume along with two non-related referees

Human Resources Department:

careers@kingshospital.lk

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