

VACANCY

HR ASSISTANT

Sri Lanka's Largest Government Owned Retail Chain

Purpose of Lanka Sathosa

As the largest retail business in Sri Lanka, we are committed to delivering quality products at affordable prices, making everyday living better for communities across the island. We proudly support SMEs by providing a trusted and hassle-free platform to grow their businesses, while building strong and direct connections between farmers and traders with minimal barriers. Guided by integrity, transparency, and respect, we foster a dynamic and supportive culture that empowers our employees and all stakeholders to grow and succeed together.

We are seeking talented individual to join the Lanka Sathosa Ltd family in the aforementioned position and contribute to our mission of serving communities, supporting SMEs, and driving growth across Sri Lanka.

Job Role

- Recruitment & Onboarding – Assist in end-to-end recruitment, selection, and onboarding for all employees in the assigned region.
- HR Records & Compliance – Maintain and manage employee records, attendance, leave, and ensure compliance with HR policies and labor regulations across the assigned region.
- Payroll & Benefits Support – Assist in payroll processing, leave management, and employee benefits administration for the region.
- Performance & Training Coordination – Oversee performance evaluations, KPI tracking, and organize regional training and development activities.
- Employee Relations & Additional Duties – Address employee queries and grievances and perform any other HR tasks assigned by the Head of the Department.

Qualifications :

External Candidates:

- Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including Subjects of Sinhala/Tamil and Mathematics **And** Having passed three subjects (other than the General paper) at the G.C.E. (A/L) Examination.
- Undergraduates also encourage to apply (A bachelor's Degree in HR Management/ Business Management/ Business Administration/ or any other Degree relevant to the required fields)

Age : Should be not less than 18 years and not more than 45 years.

Salary Code & Scale : (Salary Code MA 1-2 - 2025 and Salary Scale Rs.(46,220/= - 10 x Rs.540/= - 7x Rs.630/= - 12x Rs.1,080/= - 12 x Rs.1,280= - Rs. 84,350/=)

Salary & Other Allowance 2026 : Basic Salary: 43,312.00 and Cost of Living: 17,800.00

Nature of Appointment : Permanent Basis with entitlement to EPF and ETF.

The Ideal Candidates should also:

- Have experience in a reputed commercial or Multinational organization in the similar capacity.
- Have excellent analytical, Problem solving and organizing skills.
- Possess strong leadership qualities, interpersonal communication skills.
- Be able to demonstrate good IT skills.

Every applicant,

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post well.
- Should be of excellent moral character.

If you have the right qualifications and experience, please submit your CV with copies to email address

vacancies@lankasathosa.org within 10 days of this advertisement. (The post applied should be indicated in the Subject line of the email) **(The organization will correspond only with the short listed candidates)**