

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).

## Hayleys Advantis Limited

Advantis is a diversified transportation and logistics provider, with over sixty-five years of experience and operations across Bangladesh, India, Indonesia, the Maldives, Myanmar, Singapore, Sri Lanka and Thailand. Backed by the blue-chip multinational conglomerate Hayleys PLC, Advantis is at the forefront of the transportation and logistics industries, providing end-to-end solutions covering Freight Management, Integrated Logistics, Marine and Energy, Projects Logistics, and Travel and Aviation. For more information on Advantis, visit [www.advantis.world](http://www.advantis.world).

## MIT Global Solutions

MIT Global Solutions (Pvt) Ltd is the digital solutions arm of Hayleys Advantis Group specializing in the design, development, implementation and support of application solutions for the Logistics Industry. We leverage 20 years of experience in building customized solutions for leading logistics organizations in SL.

## Junior Associate - HR Operations

### Job Responsibilities

- Assist in the recruitment process by advertising open positions internally and externally.
- Scheduling and conducting Aptitude tests for candidates and share test marks with HRBPs.
- Coordinate and facilitate the onboarding process for new hires and ensuring all required documentation is completed.
- Ensure to register new hires for insurance.
- Coordinate with vendors and execute Employee ID card process for new hires.
- Share provident (PPF) fund forms with respective units and share ABH forms with payroll unit.
- Creating & updating HRIS profiles (Oracle) and maintain the data.
- Manage Employee Life Cycle Management from confirmation process to off boarding process (Confirmation, Contract Ends/Extensions, Internship Agreement/Extensions, Transfers, Resignations, Retirements etc.)
- Process all types of employment letters (Service Confirmation, Visa Letter, Service Letter) to employees upon request.
- Prepare HR reports and data analysis as required.
- Perform additional duties commensurate with the current role.
- Maintain a good relationship with all the stakeholders, HR Business Partners, colleagues and supervisors etc.

### Candidate Profile

- Degree/Professional qualification in HR / Business Management.
- Minimum 1 year of experience in HR or similar field.
- Sound knowledge in HRIS system (HSenid / Oracle).
- Effective communication in both English and Sinhala.
- Excellent interpersonal skills.
- Proficiency in MS Office (Excel, Word, PPT).
- Ability to maintain confidentiality and exercise discipline.

If you think you have what it takes to be successful in this challenging role, please email your resume to [asteri.hr@asteriglobal.com](mailto:asteri.hr@asteriglobal.com) or please click on "Apply Now". Pay and benefits of the above position will be competitive, and the rewards are performance driven.

Hayleys is an Equal Opportunity Employer.

