



# DESIGN YOUR **DREAM CAREER**

We are on the lookout for a dynamic and energetic individual to join **LANKA TILES PLC - HEAD OFFICE** Human Resources team as an Intern. The ideal candidate will gain a wholesome experience in all Human Resources & Administration related functions and be provided an opportunity to learn from a highly energetic team where peers and senior leaders will help your skills and competencies

## INTERN - HUMAN RESOURCES

### KEY RESPONSIBILITIES

- Assist and participate in the recruitment and selection processes for all required work levels.
- Support in the administration of learning & development & Performance Management initiatives through the digitalized system.
- Support all administrative duties as per requirement.
- Administer good employee relations and inquire into any grievances as required.
- Perform additional duties commensurate with the current role, as and when requested by the management.

### QUALIFICATIONS

- Undergraduate Student from a recognized university with HR/Business Management background.
- Good management and Interpersonal Skills.
- Strong IT Literacy (All Microsoft Applications)
- Must be available for a full time internship period of 6 months
- Should be fluent in English with excellent Communication & PR skills

## APPLY VIA XPRESSJOBS

**Chief Human Resources Officer**  
**LANKA TILES PLC**  
**No.215, Nawala Road, Narahenpita, Colombo 05.**