

HR OFFICER VACANCY



**NAWALOKA
HOSPITALS PLC
COLOMBO**

Key Responsibilities

- ✓ Handle overall HR operational functions.
- ✓ Coordinate employee welfare programs and activities.
- ✓ Maintain and update employee personal files and HR records.
- ✓ Assist in recruitment, onboarding, and employee orientation processes.
- ✓ Monitor attendance, leave records, and HR documentation.
- ✓ Support employee engagement and communication initiatives.
- ✓ Ensure compliance with company policies, HR procedures, and labor regulations.
- ✓ Coordinate with department heads regarding HR-related matters.

Requirements

- ✓ Diploma or Degree in Human Resource Management or related field.
- ✓ Minimum 1–2 years of HR experience (hospital or service sector experience will be an advantage).
- ✓ Good knowledge of HR practices and labor regulations.
- ✓ Strong communication and interpersonal skills.
- ✓ Good organizational and documentation skills.

 vacancy@nawaloka.com

Please mention the applied position in the subject line.