

DAMRO, one of the leading business conglomerates in Sri Lanka seeks to recruit a dynamic and self-motivated individual for the following position.

HUMAN RESOURCES ASSISTANT

Amithirigala-Gonagala

Job Profile :

- Assisting the employee recruitment & selection process.
- Maintain & update employee records in the HR database and personnel files.
- Liaise with government institutions such as labor department.
- Assist in handling day to day HR operations and welfare activities.

Requirements :

- Professional qualification in Human Resources Management.
- Conversant in English language.
- Be computer literate.
- Male, below 26 years of age & permanent resident within 30 km from the above location.

Working experience in the field of HR will be an added advantage.

An attractive remuneration package will be offered to the right candidate.

If the above position is of interest to you, please forward a detailed resume with contact details of two non-related referees to reach us within ten days of this advertisement.

The Human Resources Manager

DAMRO

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Nittambuwa

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