

BE PART OF OUR RAPID BUSINESS GROWTH AND EXPANSION PLANS

Kings Hospital Colombo is an ultra-modern multi-specialty corporate hospital located within the 'Hospital Zone' of Narahenpita, Colombo. We are dedicated to delivering compassionate, high-quality medical care of international standards, with a focus on value-based healthcare to achieve the best clinical outcomes at an optimal cost.

HR ASSISTANT

Kings Hospital Colombo is looking for a motivated and dynamic individual to join our Human Resources team as an HR Assistant

Duties and Responsibilities

- Organizing and coordinating interviews for shortlisted candidates.
- Managing end-to-end recruitment activities for all categories.
- Overseeing the onboarding and off boarding processes of employees.
- Maintaining and updating personal files and HR records.
- Managing employee attendance and leave.
- Calculating and processing employee overtime payments.
- Preparing official HR documentation such as Appointment Letters, Offer Letters, Confirmation Letters, Contract Agreements, and Maternity Letters.
- Handling the renewal process for contract employees and maintaining related documentation. Coordinating EPF and ETF registration for new employees.
- Conducting monthly staff induction programs.
- Contributing to employee engagement events and initiatives.
- Supporting grievance handling and performance evaluation processes.

Requirements

- A bachelor's degree or diploma in HR, Business Administration or similar area
- Experience as an HR Assistant or similar role is an advantage
- Knowledge of MS Office.
- Excellent communication skills in English and Sinhala, both written and verbal

HR internships

- Undergraduates in HR or any other related areas are encouraged to apply

Build your skills, gain practical exposure, and grow your career with Kings Hospital

Please send your updated CV via email to the Human Resources Department at
careers@kingshospital.lk

Indicating the position applied for as the subject line of the email

18/A. Evergreen Park Road, Narahenpita, Colombo 5. Tel: **077-3602689 / 071-6339399**