

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

No 361, Kandy Road

Nittambuwa

E - mail: [hrm@damro.lk](mailto:hrm@damro.lk)