

# COME UNDER OUR UMBRELLA



We Are Hiring  
Associate - HR & Administration  
(Colombo 04)

## CAREER PROFILE

- Assist in recruitment and onboarding activities.
- Maintain employee records and HR documentation accurately.
- Support daily HR and administrative operations.
- Coordinate employee attendance, leave, and HR-related documentation
- Assist in organizing training programs and employee engagement activities.
- Handle basic employee inquiries and provide administrative support to the HR department.
- Support payroll-related documentation and HR reporting when required.

## SKILLS AND COMPETENCIES

- Partly or fully qualified Diploma / Degree in Human Resource Management or related field.
- Minimum 01 year of experience in a similar capacity will be an added advantage.
- Good communication and interpersonal skills.
- Proficiency in MS Office applications.
- Ability to maintain confidentiality and work independently.

**Rainco**

Please email your CV to [careers@rainco.lk](mailto:careers@rainco.lk)