



## JOIN A TEAM DRIVEN BY EXCELLENCE

The CBL Group is one of Sri Lanka's largest food conglomerates, manufacturing biscuits, chocolates, cake, cereal, textured soy, coconut, spices, and organic products. CBL brands Munchee, Ritzbury, Revello, Tiara, Samaposhha, Nutriline, Sera, and Lankasoy are market leaders and household names. The Group consists of seven business units in Sri Lanka and three overseas, and exports its products to over 65 countries across the globe.

Purpose-driven business forms the core of CBL's operations, and our core values of caring, quality, innovation, and integrity guide us. We believe in equal growth opportunities and we foster a caring, learning high high-performance culture that promotes ethical and responsible business.

The CBL team is committed to good business practices and is passionate about making positive changes and meaningful impacts for every stakeholder in our value chain. We are looking for individuals who share our commitment to creating great food that enriches lives and supports Sri Lanka's growth.

**DESIGNATION: INTERN – HUMAN RESOURCE**

**COMPANY NAME: CEYLON BISCUITS LIMITED**

**LOCATION: PANNIPITIYA**

## ROLE PROFILE

- Assist in sourcing candidates through job portals, social media, and other platforms.
- Screen resumes, coordinate interviews, and manage candidate communication.
- Support onboarding processes and HR documentation.
- Contribute to employer branding activities such as campus drives & social media campaigns.
- Participate in HR projects with a focus on employee engagement and development initiatives.
- Maintain and update recruitment trackers and HR databases.
- Share creative ideas for continuous improvement in HR practices.

## PERSONAL PROFILE

- Final Year Undergraduate/ Fresh Graduate in HRM or Business Administration from a recognized University.
- Excellent written and verbal communication Skills.
- Proficiency in MS Office Package.

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