



## ADMIN & HR MANAGEMENT ASSISTANT

### KEY RESPONSIBILITIES

- Handle end-to-end recruitment processes including sourcing, screening, interviewing, and onboarding
- Maintain employee records, HR databases, and personnel files accurately
- Assist in the implementation of HR policies, procedures, and company guidelines
- Manage employee onboarding and exit processes, including joining formalities and exit interviews
- Attending to employee queries related to HR policies, benefits, and procedures
- Assist in performance management, training coordination, and employee engagement activities
- Ensure compliance with labor laws, company policies, and statutory requirements
- Prepare HR reports and documentation as required by management

### CANDIDATE PROFILE

#### Educational Qualifications:

- A Degree in Management, HR and related disciplines OR
- Diploma related to Human Resources Management

#### Work Experience

- A minimum of one (1) year of experience in the service sector in an HR-related role is preferred.

#### Age

- Age preferably below 30 years at the closing date of applications

### SKILLS AND COMPETENCIES

- Strong administrative and organizational capabilities with the ability to manage multiple tasks effectively.
- Excellent written and verbal communication skills in both English and Sinhala.
- High level of attention to detail and accuracy in record-keeping and documentation.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint).
- Ability to work independently with minimal supervision and meet deadlines under pressure.
- Flexibility and willingness to work beyond standard office hours when required.

### HOW TO APPLY

- Interested candidates are invited to submit a detailed curriculum vitae, along with the names and contact details of two non-related referees, to [hr@ibsl.lk](mailto:hr@ibsl.lk).
- Applications should be submitted on or before 30th June 2026.
- Only shortlisted candidates will be contacted.