

VACANCY

HR Officers

We, a company, are looking for HR Officers
for Head Office, Kurunegala.

Requirements

- Suitable academic qualification in HRM
- Experience in similar capacity for at least two years.
- Good oral and writing communication skills.
- Experience and/or knowledge in the field of civil construction will be advantageous.
- Applicants with a close proximity to Kurunegala city are preferred.

Duties:

- Maintaining personal files and documentation.
- Assisting to the HR Manager.
- Handling of Recruitment tasks.
- General HRM Operations.

**(For applicants without the experience,
a training position can be considered.)**

Candidates fulfilling the above criteria are requested to post or email their applications with contact details of 2 non-related referees and copies of certificates to reach us within 7 days of this notice to the address or email address below.

Please indicate the post applied, on the top left hand corner of the envelope or in the subject of the email.

Conversely, the application can be submitted at
https://sathuta.net/Apply_online.aspx



Human Resources Manager
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