



HR Assistants

Expo Industrial Engineering is under Expo Industrial Group, which was established under the purview of the BOI since 1992, for the purpose of providing engineering requirements, spares, machinery tools, component, injection molded products, high precision solutions to different Industries and developing, designing, manufacturing of heat transfer and screen printed items to top-tier garment industry and lifestyle industry with leading brands in the US, UK and Europe. Applications are called from suitable candidates to fill the following vacancies at our manufacturing facility at **Phase II, EPZ, Katunayake**.

The main job functions of this position will include:

- Identify training and development needs of all the departments within the company
- Work with department managers to develop training programs and ensure they deliver results
- Organize training materials and training programs
- Ensure that the planned training programs stay within budget
- Track and assess the progress of trainees and provide reports to the senior management
- Research the latest HR technologies and training software
- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities
- Answer employee questions and inquiries related to training and development programs and resolve any training-related issues if they arise

Candidate should possess:

- Bachelor's degree in Human Resources Management or partly or fully Qualified in CQHRM.
- 2+ years of experience as an HR Assistant Experience with Training and Development or a similar role will be added Advantage.
- Excellent written and verbal communication skills.
- Strong research, organizational, and planning skills
- Proficiency in MS Office suite (Excel, Word, Power Point)
- Preference will be given to candidates residing in close **proximity to Katunayake** area.

The remuneration package for the above position is negotiable and would be in line with the applicant's experience and qualifications. If you think you have what it takes to be successful in this challenging role, please apply **within 7 days** of this publication by email to tharini.c@expo.lk or by post to **Assistant Manager – HR and Administration, Expo Industrial Engineering Pvt. LTD, Phase II, EPZ, Katunayake** indicating the position applied for on the subject line of the email or on the top left corner of the envelope.