

WE ARE

HIRING!

**INTERN - HUMAN RESOURCES
(MALE)**

As an Intern - Human Resources, the selected candidate will provide valuable support in carrying out the day-to-day HR operations of the organization.

Responsibilities

- Assisting with the HR process.
- Involved with the daily operation of HR Department.
- Updating the HR information in HRIS.

Qualifications

- Passed G.C.E. A/L in commerce stream and average knowledge in English.
- Male candidates are mostly preferred.
- Following a professional qualification related to Business Management or HRM will be an added advantage.
- School leavers are encouraged to apply.
- Excellent interpersonal skills.
- General knowledge regarding MS Office packages (Specially in MS Excel).
- Must have ability to work as part of a team.

Please email your resume together with the details of two non-related referees and stating the post in the subject line.

✉ **careers@singhagiri.lk**

Head of Human Resources
Singhagiri (Pvt) Ltd.
515, Darley Road, Colombo 10.

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