



ARE YOU THE PERSON WE ARE LOOKING FOR?



NativeWay (Pvt) Ltd is one of Sri Lanka's most trusted leaders in comprehensive integrated engineering solutions. **NativeWay** is embarking on an aggressive strategy of expansion in order to better serve a diverse spectrum of esteemed clientele built up over the past seven decades. Clientele includes respected leaders in construction, health, hospitality, apparels and textiles sectors. **NativeWay** is an **ISO 9001** certified company registered as an **EM1** contractor for Diesel Generators with Sri Lanka Construction Industry Development Authority (CIDA).

HR ASSISTANT

We are in the process of seeking a competent and committed individual to play a dynamic role as HR ASSISTANT. You will mainly be responsible in:

- Supporting the talent acquisition process.
- Ensuring smooth functioning of the onboarding & off boarding process.
- Update the relevant HR information database on a timely & accurate Manner.
- Responsible for maintaining HR personal files & related documentations.
- Assisting with training & development.
- Assisting with organizing & implementing employee activities & events.
- Involving in adapting best practices communicated from the Global HR team.
- Assisting the HR Manager to execute day to day tasks of the HR function.

Candidates with lesser experience will be considered for HR Intern/ Trainee Category.

Qualification

- Age below 30 Years.
- Bachelor's Degree in Human Resources Management or FCHRM/ ACHRM, DPHRM, CCRM.
- Fresh Graduates or Interns can apply for above positions (HR Intern / Trainees)
- Experience candidates should possess minimum 01-02 year's working experience in a similar capacity would be an added advantage.
- Strong verbal and written communication skills in English and Sinhala, including interpersonal, facilitation and presentation capabilities.
- Proficient in Microsoft and HR System will be definite advantage.
- Dynamic, self-motivated individual, willing to take on challenges.

The chosen applicant will be exposed to an environment conducive to career development. An attractive remuneration package with other fringe benefits in keeping with ability and experience will be offered.

Interested candidates should forward their CV's with contact numbers & the names of two non-related referees within 7 working days of this advertisement.

APPLY <https://careers.nativeway.lk/jobs/apply/hr-assistant-376>