

VACANCY

HUMAN RESOURCE ASSISTANT – DEDIGAMA GROUP

REQUIREMENTS

- Diploma / Higher Diploma in HR
- 3 years previous experience in similar capacity
- Excellent Oral / written communication skills
- Hands on experience working with MS Office and HR software

RESPONSIBILITIES

- Assist in recruitment process
- Maintain Employee records
- Assist pay roll activities
- Attend and maintain EPF/ ETF documentation
- Attend on employee welfare facilities
- Schedule meetings / interviews

Attractive salary and benefits on offer

Email your CV within 02 weeks of this advertisement. Preference would be given to the candidates living around Maharagama and available for immediate placement.

E-Mail: hr@dedigamagroup.lk