

# Halpé Tea

Since 1971

## HR EXECUTIVE

HALPE TEA, COLOMBO

### RESPONSIBILITIES:

- Manage and update employee data on the HRIS.
- Handle employee recruitment and onboarding.
- Ensure legal compliance and support HR policies.
- Oversee admin processes and employee relations.
- Conduct performance evaluations and manage the HR budget.
- Organize employee engagement activities.

### REQUIREMENTS:

- Degree or equivalent in HR / Business Management
- 3+ years of HR experience.
- Proficient in MS Office and HRIS.
- Strong communication skills.

Send resume to:

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