

SHAPE THE FUTURE

with Us Apply Today!



We believe in developing careers through varied exposures. It is in our aim to provide growth opportunities for the right talent. In this quest you now have the opportunity to benefit from internal opportunities to grow and contribute.

TRAINEE HR OFFICER / HR OFFICER

Job Role:

Employee Documentation & Support

- Issue name correction letters, EPF statements (annual and biannual), EPF/ETF forms, and B cards for resigning employees.
- Archive personal employee files and support vehicle loan documentation for payroll.
- Distribute weekly work-from-home schedules and attend to EPRF requests as needed.

Employee Engagement and Communication

- Assist the Recruitment & Engagement Team with all employee engagement initiatives across company.
- Support the creation of social media content focused on company culture, recruitment, and employee engagement.
- Prepare presentations, videos, and written materials for onboarding and training.

Job Pre-Requisites:

- Currently pursuing an undergraduate degree or professional qualification in Human Resources Management.
- Currently following the ACHRM/DPHRM/CIHRM at Chartered Institute of Personnel Management will be an added advantage.
- Strong communication in both Sinhala & English, and Interpersonal skills.
- Eager to gain hands-on experience in HR.
- Ability to ensure accuracy and quality in content creations.

If you believe you are the right person we are looking for, forward your complete resume together with contact numbers and the names of two non-related referees to reach us within 10 days of this advertisement by email to careers@hnbassurance.com (State the position applied on the subject line)

