

Junior HR Executive – Head Office



Lanka Ice Group is a pioneer in the field of Block and Flake Ice manufacturing with over 35 years of experience. The group has diversified into industrial engineering, hospitality, technical agencies, cold room storage facilities for fruit and vegetables to name a few...

We are in search of a multi-talented, self-motivated, dynamic individual who has what it takes to join our team!

Requirements

- A Professional qualification (within Diploma level) in HR from recognized any Institute or University.
- Minimum of 3– 5 years' experience. (Preferably in the manufacturing industry)
- **Preference will be given to Candidates residing in the Gampaha District must be female only.**
- **Candidates who can join soon will be given priority.**
- Age between 22 – 40.

Skills

- **Minimum 2 years of experience in handling Payroll Systems and knowledge of HRIS Processes.**
- Ability to type in both Sinhala and English mandatory.
- Handling EPF/ ETF, Gratuity, and Workman Compensation Insurance related to the Company.
- Preparation of letters such as Employee contracts, Job offer letters, & warning letters etc...
- Computer skills in MS Office package. (Word & Excel)
- Strong team player with leadership skills, ability to work across multiple functions.
- Ability to work under minimum Supervision.

The ideal candidate can look forward to a rewarding career with a clear path towards personal and professional success coupled with a good remuneration package. Please send your latest resume along with a color photograph within 7 days of this advertisement with 02 non-related referees.

Send your application to.....



Group HR & Admin Manager

No. 38, Station Road, Wattala,

Email: hrm@lankaice.com/ hrm.lankaice.2@gmail.com

T: + (94) 117 388 965-8