



# We Are Hiring a Manager HR and Administration



A leading ISO 9001:2015, ISO 22000, ISO 14001, HACCP and GMP certified herbal drugs manufacturing company having island wide distribution, seek an enthusiastic and dynamic individual for the post of **Manager HR and Administration** for their factory and office at **Puwakpitiya, Awissawella** whom will be directly reporting to the **Managing Director**.

## Education, Experience and Skills

- A Degree in Human Resources Management / Business Management or an equivalent professional qualification in HR from an approved institute.
- Minimum of **8 years** of working experience in the field of HR and Administration with minimum **3 years** in Executive level or similar capacity, **preferably in Manufacturing Sector**.
- Good language proficiency in English & Sinhala (Tamil would be an added advantage)
- Excellent knowledge in IT is a **MUST**. Experience in HRM system is an added advantage.
- Excellent communications skills, analytical skills, and people management skills with ability to work independently.

## Responsibilities and Accountabilities

- Accountable for human resource disciplines including HR operations, recruitment management, compensation & benefit practices, employee relations & trainings, diversity, performance management, employment laws, payroll plans, all labor inquiries / grievances/disciplinary matters and statutory regulations.
- Accountable for administration functions such as vehicle fleet management, security, cleaning and janitorial, hostel management, employee health and safety.

Please forward your CV with the **Expected Salary**, the earliest starting date and with contacts of two non-related referees. **Candidates from Puwakpitiya/Awissawella area are preferred.**

**Managing Director/CEO**

**Beam Hela Osu Lanka (Pvt) Ltd.**

No. 456, Awissawella Road, Miriswatta,  
Puwakpitiya,

Email: [recruitments@beamhelaosulanka.lk](mailto:recruitments@beamhelaosulanka.lk)

Web: [www.beamhelaosulanka.lk](http://www.beamhelaosulanka.lk)

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