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We are Hiring
Executive
HR & Administration

APPLICANTS QUALIFICATIONS

- Degree or professional qualification in Human Resource Management
- Minimum 2 years of experience in similar capacity
- Female candidates with age below 30
- Sound knowledge of labor law & Payroll
- Having a good knowledge of MS Office application is mandatory
- Fluent in English & Sinhala Languages

APPLICANTS RESPONSIBILITIES

- Maintaining personal files with all relevant documentation
- Handling company Medical Insurance Policy
- Handling B Card registration Process
- Drafting Employee letters
- Perform any other HR & Admin task or duties as assigned

Email your CV to hr@derana.lk

Please mention 'Executive - HR & Administration' on the subject line of the email application , Applications will be treated confidentially & only shortlisted applicants will be contacted.