

JOIN OUR WORLD TODAY



We Are Hiring

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Administrative Assistant-HR

We are looking for a dynamic person who can be depended upon to act professionally and appropriately, in handling specific affairs related to the mentioned position in our Company.

Candidates Profile

- GEC A/L or following an academic or professional qualification
- A minimum of six-months work experience in an administration related job
- Fluency in Sinhala language is essential and the ability to speak English/Tamil will be an added advantage
- Basic computer literacy including MS Office package
- Good team player with a passion for customer service
- Ability to work during weekends

Job Responsibilities:

- Provide administrative support to ensure efficient office operations.
- Draft and edit letters, reports, and other documents.
- Follow-up on periodic maintaining schedules of office equipment, including printers.
- Fulfill the monthly stationary requirement by coordinating with departments.
- Maintain necessary stock levels in the stationary stores and provide weekly and monthly reports to the management.
- Work with the payment system and fulfill payment requirements of the HR department.
- Work with cross-functional teams and fulfill operational work.
- Provide general support to visitors of the HR department.

Send us your referrals to - careers@hayleysfentons.com indicating " RAP " and your name along with your employee number, position applied for on the subject line of the email.

