



DESIGN YOUR DREAM CAREER

We are on the lookout for a dynamic and energetic individual to join **LANKATILES PLC - HEAD OFFICE** Human Resources team as an intern. The ideal candidate will gain a wholesome experience in all Human Resources & Administration related functions and be provided an opportunity to learn from a highly energetic team where peers and senior leaders will help your skills and competencies.

INTERN - HUMAN RESOURCES

Key Responsibilities

- Assist and participate in the recruitment and selection processes for all required work levels.
- Support in the administration of learning & development & performance management initiatives through the digitalized system.
- Support all administrative duties as per requirement.
- Administer good employee relations and inquire into any grievances as required.
- Perform additional duties commensurate with the current role, as and when requested by the management.

Qualifications

- Undergraduate student from a recognized university with HR/Business Management background.
- Good management and interpersonal skills.
- Strong IT literacy (all Microsoft applications)
- Must be available for a full time internship period of 6 months.
- Should be fluent in English with excellent communication & PR skills.

Please forward your CV, along with the contact details of two **non-related referees** by post or e-mail, **within 10 days** of this advertisement to :

Chief Human Resources Officer
"LANKATILES"
No.215, Nawala Road,
Narahenpita, Colombo 05.

Tel No: 0114 526 700
Email: hrho@lankatiles.com



LANKATILES
Fine Living Redefined

***Note:** Please mention the position you are applying for in the subject line of your email.