

The Wheel Works (Pvt) Ltd is an Export oriented Manufacturing Company located in the Biyagama Export Processing Zone.

The company seeks the services of an experienced dynamic person to fill the vacancy stated below. The selected candidate should demonstrate the knowledge and ability to take on related responsibilities and support an Export manufacturing industry.

POST OF HUMAN RESOURCES ASSISTANT

Successful candidate ideally possess a pleasing personality with;

- ❖ A sound educational background.
- ❖ Diploma or Certificate in Human Resource Management from a recognized institute will be an advantage.
- ❖ Conversant in MS Office package.
- ❖ A minimum of 1 to 3 years industry related experience.
- ❖ Hands on experience in HRIS will be preferred
- ❖ Good communication in both Sinhala and English with strong interpersonal Skills.
- ❖ Proactive, Positive attitude and attention to details
- ❖ Ability to work efficiently in a challenging environment by adhering to standards, meeting deadlines.
- ❖ Age below 35 years.

An attractive remuneration package awaits the right candidate.

Please forward your CV to the email address below including names, addresses and telephone numbers of two non-related referees of good standing, mentioning the position in the subject caption of your e-mail

upashantha@wheelworks.lk

Upashantha: 077-3745017

The Wheel Works [Pvt] Ltd.

No. : 68, Block A

Biyagama Export Processing Zone

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