



An exciting opportunity awaits as we seek an;



Hellmann MAS Supply Chain (HMSC) is a Joint venture between Hellmann Worldwide Logistics (HWL) and MAS Holdings. HMSC provides its services to MAS as well as Hellmann's existing contract logistics customers. Services offered by HMSC includes warehousing, value -added services, and 4PL logistics services.

Coordinator - Human Resources (Ja Ela/Bopitiya)

Responsibilities

- Assist with Logistics Associate, Coordinator, Supervisor recruitment procedure including conducting initial interviews.
- Maintain Non- Executive employee personal files & make sure all relevant personal, official documents are included.
- Handle onboard procedure of new employees and ensure proper documentation is completed.
- Prepare HR-related reports as needed and perform administrative tasks when required.
- Support L&D champions on Skill Matrix board update procedure.
- Coordinate the internal Education Academy of Hellmann MAS - HMSC Logistics Academy.
- Align with trainers and work with them to finalize Logistics Academy training materials, assignments, mid exam papers, final exam papers, coordinate award ceremonies and other needful)

Qualifications

- Following a bachelor degree in Human Resource Management or professional qualification from CIPM
- Six months or above experience in manufacturing / warehouse industry or working
- Knowledge in HRIS and experience in handling and managing data
- Excellent knowledge in MS Office
- Excellent communication and presentation skills
- Ability to work under minimum supervision

We offer an excellent remuneration package along with a unique opportunity for career growth in a multidisciplinary working environment If you have a strong commitment to take up challenges, send your comprehensive CV to HMSC-careers@hellmannmas.com within 07 day of this advertisement