



Zahira College

Zahira College, one of the prominent educational institutions in the country with a history of over 130 years, is looking for passionate, dynamic and inspirational candidates with proven track record and relevant educational background with sufficient experience for the following position

HUMAN RESOURCES ASSISTANT

Responsibilities

- Should generate reports on employee attendance, hours worked, overtime, and other relevant metrics as needed
- Must assist immediate supervisor on the day-to-day operations in HR functions and duties
- Must manage the recruitment processes by monitoring and evaluating recruitment
- Should maintain HR Records, Personal Files and related records
- Should assist to prepare all HR related reports
- Should assist on payroll related matters

Qualification & Experience

- Candidate should possess Full or Part Professional Qualification in HRM from a recognized institute
- Fluency in computer literacy and able to handle any HRMIS
- Fluency in both English, Sinhala (Spoken & Written). Trilingual will be added advantage
- Should possess knowledge of employment and labour law
- Minimum two (02) year experience in a service-based environment or school environment would be added advantage
- Age between 25 – 30 years

Please forward your Curriculum Vitae indicating the post applied for along with the names and addresses of two non-related Referees with 10 days of this advertisement by email or post to

Principal

Zahira College

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www.zahiracollege.lk