



WE ARE HIRING

HR ASSISTANT

As an HR Assistant at REX, you will play a crucial role in supporting our HR department's daily operations. You will assist with various HR functions, including recruitment, onboarding, employee records management, and HR compliance. This is an excellent opportunity for someone looking to grow their career in human resources within a supportive and fast-paced environment.

KEY RESPONSIBILITIES

- Assist with the recruitment process, including posting job openings, screening resumes, and scheduling interviews. Coordinate and facilitate the onboarding process for new employees, ensuring a smooth transition.
- Maintain and update employee records, both digital and physical.
- Assist in organizing and coordinating HR events and training sessions.
- Respond to employee inquiries regarding HR policies, procedures, and benefits.
- Support HR projects and initiatives as needed.
- Ensure compliance with company policies and relevant labor laws.

QUALIFICATIONS

- Bachelor's degree in Human Resources, Business Administration, or related field preferred. (Partly / Fully)
- Proven experience in an HR or administrative role.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to handle sensitive and confidential information with discretion.
- Detail-oriented and able to multitask effectively.
- Knowledge of HR software and databases is a plus.

WHAT WE OFFER

Competitive salary and benefits package.
Opportunities for professional development and growth.
A positive and inclusive work culture.

HOW TO APPLY

If you are passionate about HR and looking to make a meaningful impact within a growing company, we would love to hear from you! Please submit your resume and a cover letter outlining your qualifications and interest in the position to hr@rexgroup.lk (Send your CVs within 10 days of the publication date of this advertisement)

REX is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

451/2 Chilaw - Colombo Main Rd, Negombo 11500, (Candidates in the Negombo area are exceptional)