

# HR Internship Opportunity

**Kent Ridge (Pvt.) Ltd**

**Are you looking for an exciting internship to kickstart your career in HR?**

Our business and HR consultancy firm, operating since 2008 and serving mainly the private sector including MNCs, blue-chip companies, and SMEs, is offering an opportunity for two enthusiastic interns who are proficient in English (both written and spoken).

**Position:** HR Intern

**Number of positions:** 2

**Location:** Nawala, Sri Jayewardenepura Kotte

## **Key Responsibilities:**

- Support the recruitment process by screening resumes and scheduling interviews
- Contribute to HR projects and initiatives linked to key result areas of HRM
- Preparation of project proposals
- Prepare and maintain accurate documentation

## **Qualifications:**

- A recent graduate in business management/HRM or with a professional qualification in HRM
- Excellent written and verbal communication skills in English
- Proficiency in MS Office and other relevant software
- Strong organizational and multitasking abilities
- Reside in or near Nawala/Nugegoda

Selected interns will receive a stipend of Rs. 30,000/- per month during the internship period with opportunities to get absorbed into the company.

**Application Deadline:** Within 10 days of the advertisement

**How to Apply:** Please send your resume to [hr@kentridge.lk](mailto:hr@kentridge.lk) with the contact details of two non-related referees.

Please mention "**RJ - [position you are applying for]**" in the email subject line.

*Kent Ridge*  
DEVELOPING HUMAN CAPITAL