



## Executive - Human Resources & Administration

We are a diversified group of companies managing plantations and manufacturing value added products for the export market.

We require the services of an efficient, well organized, self motivated, dynamic and multi skilled team player to join as an **Executive - Human Resources & Administration** to one of our glove manufacturing plants located at the EPZ, Biyagama. The selected candidate who displays promise and performs up to expectations could look forward to a steady career within the Company.

### The ideal candidate should:

- Pass PQHRM at IPM or have equivalent professional qualification.
- Pass G.C.E Advanced Level and minimum a credit pass for English language at G.C.E Ordinary Level examination.
- Have good oral & written communication skills both in Sinhala & English languages.
- Be competent in Computer Literacy.
- Posses at least two years experience in a similar capacity.
- Be less than 30 years of age.
- Be able to work long hours.
- Be able to handle correspondents independently.

### Job Profile:

- Assisting & involving in recruitment, selections & induction functions.
- Handling the monthly attendance system and the payroll system.
- Assisting employee training & development activities.
- Involving Occupational Safety & Health activities to maintain hazards free environment.
- Involving in IR & ER activities.
- Assisting employee welfare activities.
- Maintaining & updating personal files, EPF/ETF documents and training & development records.
- Preparing various documents as per the requirements.

Preference will be given to candidates residing in or around Biyagama area.

Please forward your Curriculum Vitae with names of 2 non-related referees to [arjuna@lalangroup.com](mailto:arjuna@lalangroup.com) with the applied position as the subject or by post (mark the position on the top left corner of the envelope) within 10 days of this advertisement to,

**General Manager – Human Resources & Administration**  
**Lalan Rubbers (Pvt) Ltd.,**  
**No.18, Nawala Road,**  
**Nugegoda.**

**Tel : 0114-311200 or 0114-311211**  
**Fax : 0114-311222**