



Become a
change maker at
Lake House

Human Resources Assistant



We are looking for a young, confident, dynamic and result oriented individual with excellent interpersonal skills for the above position.

Qualifications and Requirements:

- Degree in Human Resource Management, Business Management or fully qualified in professional qualification in HR
- Minimum 2-3 years of experience in HR field in a reputed organization
- Excellent command in both Sinhala & English Languages
- Proficiency in using Microsoft Office suite (Word, Excel, Power Point)
- Age –Below 30 years
- Strong Interpersonal communication skills and pleasing personality
- Should be a team player
- Ability to work with minimum supervision
- Target oriented, capacity to work under pressure and to meet deadlines

Selected candidate will be rewarded with an attractive salary package and excellent career benefits with a clear path towards personal & professional development with training opportunities

INTERESTED?

THEN SEND YOUR CV TO

careers@lakehouse.lk or

DGM-HR & Admin

**The Associated Newspapers of Ceylon Ltd.
No. 35, D.R. Wijewardene Mawatha,
Colombo - 10**