

<https://www.lankatalents.lk/job/hr-administrator/>

HR Administrator

Description

We are seeking a highly organized and proactive **HR Administrator** to join our team. The ideal candidate will be responsible for supporting day-to-day HR operations, maintaining employee records, and assisting in administrative and employee engagement activities. This role requires strong organizational skills, attention to detail, and a good understanding of HR practices.

Responsibilities

- Maintain and update employee records and HR databases accurately.
- Manage employee attendance, leave records, and HR documentation.
- Assist with payroll preparation by providing attendance and employee data.
- Handle employee onboarding and offboarding procedures.
- Prepare HR-related documents such as appointment letters, confirmation letters, warning letters, and experience letters.
- Coordinate internal meetings and support employee engagement initiatives.

Job Benefits

Attractive Salary Packages

80000 to 130000 LKR

Qualifications

- Bachelor's or Master's Degree in **Human Resource Management, Business Administration, or a related field.**
- Minimum **4–5 years of experience** in HR or administrative roles.
- Good knowledge of HR practices, labor laws, and administrative procedures.
- Strong organizational and time management skills with the ability to multitask.
- Excellent verbal and written communication skills.

Age Range – 20 to 35

Contacts

Interested candidates are invited to send their **updated CV** to: dinithi@lankatalents.lk

For inquiries, please contact: **070 500 2151**

Hiring organization

Lanka Talents Creations (Pvt) Ltd

Industry

Sales / Trading

Employment Type

Full-time

Job Location

Colombo 09, Colombo 09

Valid through

19.03.2026