



<https://www.tasmatravels.com/job/hr-assistant/>

## HR Assistant

**Date posted**

March 19, 2025

### Description



# WE'RE HIRING

## HR ASSISTANT



We are looking for a motivated and detail-oriented HR Assistant to join our team and support our HR department in ensuring smooth and efficient business operations.

### Requirements

- Prefer male candidates only
- Age below 35 years.
- Professional qualification in the HR field.
- 1 year of experience in a similar field.
- Good knowledge of ISO 9001 & ISO 45001 standards.
- Excellent communication skills in English and Sinhala including typing.
- Good computer literacy.
- Close proximity to the Biyagama area would be an added advantage.
- Encourage female candidates to apply.

An attractive remuneration scheme will be offered for the selected candidate.

Send your resume:

[ghananjaya@tasmagroup.com](mailto:ghananjaya@tasmagroup.com)

[anusha@ms.tasmagroup.com](mailto:anusha@ms.tasmagroup.com)