



# WE'RE HIRING

We are looking to employ an **HR Assistant** with outstanding administrative and communication skills.

## Requirements ;

- Completed Advance Level Examination.
- Minimum 2 years' experience as an HR assistant.
- Effective HR administration and people management skills.
- Exposure to payroll practices.
- Full understanding of HR functions and best practices.
- Excellent written and verbal communication skills in all 3 languages.
- Highly computer literate with capability in emails, MS - office, related business and communication tools.
- Works well under pressure and meet deadlines.
- Strong decision making and problem solving skills.
- Ability to accurately follow instructions.
- Preferring male applicants.
- Looking for candidates from Colombo and Gampaha area

The successful Candidate will be offered with a competitive remuneration package based on his qualification and work experience.

Apply early to  
Avoid Disappointments

**0761357500/0761357505**  
Send Your CV to [hr@asianhardwarepteltd.com](mailto:hr@asianhardwarepteltd.com)

or By Post / By Hand

23, Mahavidyalaya Mawatha, Colombo 13



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