

## Intern – Human Resource | Welisara

At our company, we believe that every small idea has the potential to **spark** something **extraordinary**. We foster an environment where creativity, passion, and innovation come together to fuel growth. When you join us, your unique **spark** isn't just encouraged - it's celebrated! Together, we create a workplace where every contribution, big or small, **transforms** into something remarkable.

### The Role

We're looking for a proactive and enthusiastic fresher to join our team as a **HR Intern** for 3-6 months period! This is your chance to gain hands-on experience, contribute to exciting projects, and develop key HR skills in a dynamic environment.

### Key Responsibilities

- Assist with the end-to-end recruitment cycle for executive roles.
- Support and roll out employee engagement activities.
- Maintain HR reports and databases accurately and on time.
- Assist employees with their day-to-day HR needs.
- Help drive initiatives related to organizational culture.
- Contribute to ongoing HR projects and initiatives.

### Requirements

- Undergraduate in HR/Business Management from a recognized university OR pursuing an HR-related professional qualification.
- Available to work full-time (Monday–Friday) at Welisara.
- Strong written and verbal communication skills.
- Proactive mindset with a sense of ownership and responsibility.
- Prior internship experience is a plus.
- Innovative, driven, and eager to learn and grow.

If interested, please send your CV to  
[ireshap@phoenix.lk](mailto:ireshap@phoenix.lk)

