HONDA
The Power of Dreams

Stafford Motor Co. (Pvt) Ltd.

the exclusive distributor for HONDA in Sri Lanka, has been at the forefront of providing reliable transportation solutions for nearly five decades. Built on a foundation of trust, quality, and customer care, we take pride in being a recognized leader in the industry. We now invite dynamic and passionate individuals to become part of our journey of excellence.

We're Hiring!

HR Officer

Requirements

- Diploma or Certificate in Human Resource Management or a related field.
- Strong communication and interpersonal skills.
- Ability to handle confidential and sensitive information professionally.
- Good organizational, time management, and multitasking skills.
- Attention to detail with a high level of accuracy.
- Ability to work independently and as part of a team.
- Prior experience in Human Resources or administration will be an added advantage.

Responsibilities

- Maintain accurate employee records, HR files, and documentation.
- Assist in recruitment coordination, onboarding, and employee orientation processes.
- Support employee engagement, welfare programs, and internal HR initiatives.
- Assist in implementing HR policies, procedures, and compliance requirements.
- Handle employee inquiries and provide basic HR-related support.
- Coordinate leave records, attendance, and internal communications.

Location Preference

Candidates residing around Colombo 10 & Raththanapitiya are preferred.

Apply Now

"Join us to nurture talent and enhance workplace excellence."

Please forward your CV with contact details of two non-related referees to **hrcareers@honda.lk**

Stafford Motor Co. (Pvt) Ltd.

718/7, Maradana Road, Colombo 10. +94 117 60 72 77 Honda Sri Lanka