



Achieving excellence in the cultivation and processing of tea and rubber, Balangoda owns 21 Estates, consisting of over 9,000 ha and is highly regarded for its fine quality tea and strong rubber grades.



Producing unique seasonal tea, Madulsima is a pace-setter in the plantation industry. Comprising 12 estates with over 5,500 ha of land.

A highly diversified, stable, largest home-grown public listed conglomerate seek services of competent, qualified, self-motivated individual to join it's Plantations sector to be part of the HR Department.

HR Coordinator - Madulsima Plantations PLC (Location - Badulla)

The ideal candidate should possess strong analytical skills, sound technical competencies, and a passion for delivering outstanding results.

Key Responsibilities:

- Knowledge of HR operations, including onboarding, Offboarding, employee records management, attendance, and leave administration.
- Knowledge of payroll administration, statutory deductions, and EPF/ETF/APIT compliance.
- Excellent communication, interpersonal, coordination, and organizational skills.
- Proficiency in MS Office applications.
- Assisting with and following up on additional HR and administrative tasks as assigned by management.
- Fair knowledge of plantation operations.

Qualifications/Requirements:

- Possess a professional qualification in Human Resource Management (HRM) from CIPM, NIBM, or another recognized institute.
- A Bachelor's Degree in Human Resource Management or a related field will be an added advantage.
- Minimum of two (02) years of relevant experience in the field of Human Resources.
- Willingness and ability to work at our Head Office in Badulla.
- Good understanding of Sri Lankan labour laws, statutory compliance requirements, and disciplinary procedures.
- Good problem-solving, decision-making, and conflict-resolution abilities.
- Strong ethical standards, integrity, confidentiality, and reliability.
- Self-motivated, adaptable, and eager to learn, with a positive attitude and a proactive approach to work.

Join us in driving the success of Madulsima Plantations PLC while contributing to our commitment to sustainable agriculture and operational excellence.

Please email your complete CV, including the names and contact details of two non-related referees, to careers.corp@melsta.com. Kindly mention the position applied for in the subject line of the email.

Manager-HR, Melstacorp PLC, No. 110, Norris Canal Road, Colombo 10.