

Maliban Biscuit Manufactories hiring HR Associate – Factory – Apply Now

ADMINISTRATION & MANAGEMENT

📅 October 14, 2025 • 👁 10 Views • ⌚ 1 min read

Maliban Biscuit Manufactories (Pvt) Ltd, a renowned leader in premium biscuit production with a global reach, is expanding and looking for a committed HR Associate to join their factory team. This role is suitable for dynamic and results-driven individuals interested in Human Resource operations within a fast-growing manufacturing environment.

Key Responsibilities

- Manage the smooth operation and maintenance of the Time Attendance System (HRIS) for Maliban Biscuit Manufactories.
- Prepare and maintain accurate attendance records for factory staff.
- Maintain and update absenteeism, turnover, and overtime reports for both factory and outsourced employees, including preparation of daily, weekly, and monthly reports.
- Assist in salary preparation and related payroll processes.

Qualifications and Attributes

- Passed G.C.E. Advanced Level Examination.
- Completed a Certificate Course in Human Resource Management.
- At least one year of experience working with an HRIS system is an added advantage.

What We Offer

- An attractive remuneration package tailored to the right candidate.

How to Apply

Interested candidates should forward their updated CV along with the names and contact numbers of two non-related referees to vacancies@malibangroup.lk. Please indicate the position you are applying for in the subject line.

Group Head Of HR & Admin Manager
Maliban Biscuit Manufactories (Pvt) Ltd,
389, Galle Road, Ratmalana.

[Apply Now](#)

Discover more from

Subscribe to get the latest posts sent to your email.

[Subscribe](#)

Recent Posts

CHEC Port City Colombo hiring Sales Director (Land) – India – Apply Now

Maliban Biscuit Manufactories hiring HR Associate – Factory – Apply Now

Cargills Bank hiring Manager – Information Systems Audit – Apply Now

Cargills Bank Hiring Manager Card Business – Apply Now

Seylan Bank Hiring Senior Officer Card Products – Apply Now

Archives

October 2025

September 2025

August 2025

July 2025

Categories

Administration & Management

Aviation

Emirates

Etihad

SriLankan Airlines

Banking & Finance

Customer Care

Education & Academic

Featured

Government

Information Technology

Internships

Maritime and Ports

Petroleum & Fuel Industry

Meta