



MATRON/SISTER

NorateL is a global manufacturer of power magnetics. Our vision is to become the leading strategic partner of high-class solutions for electrical transformation worldwide by delivering outstanding quality, service, competitiveness, and innovation that will help our customers succeeding in their markets.

We are looking for an experienced Matron/Sister to join our dynamic and ambitious Noratel International (Pvt) Ltd., team in our Sri Lanka office.

Overall Responsibilities:

- Ensure to provide necessary treatment, guidance and to care all sick and injury employees in Noratel International Pvt Ltd
- Ensure to have smooth functioning of sick room activities as required

Duties & Responsibilities:

- Be proactive in emergency situations; take appropriate decisions and make relevant persons aware.
- Overall supervision of nurses, guide them and provide expertise towards them.
- Ensure to maintain the policies and procedures relevant to sick room activities
- Assist in treating employees whenever required
- Ensure to maintain & update necessary stock of medicine
- Visit sick/injured employees whenever required.
- Arrange awareness sessions for prevent and educate about the most common diseases.
- Guide and support employees for suitable medical treatments /Consultations when necessary.
- Arrange and support extra clinics for the employees
- Maintain good interpersonal relationship between all the levels of employees.
- Ensure to maintain good discipline within the sick room.

Qualifications:

- Retired qualified government Matron/Sister
- Excellent interpersonal skills
- Fluency in English language and fair knowledge in computer
- Experience in a manufacturing firm would be an advantage
- Age between 55-62

Characteristics:

- Proactive decisions in emergency situation
- Use of common sense related to incidents
- Good interpersonal relationship with all level of employees
- Good in communication
- Ability of coordination with medical institutions whenever the need arises
- Ability to work in a team



Working at Noratel International (Pvt) Ltd:

Noratel International (Pvt) Ltd. is a company with 1000 employees located in Katunayake, Sri Lanka. Noratel International (Pvt) Ltd. is proud to design and manufacture the most comprehensive range of transformers, reactors and power supplies. We also serve group companies and customers in industries such as renewable energy, medical technology, industrial automation, motor drives, rail and eMobility. Noratel International (Pvt) Ltd. is dedicated to creating an inclusive working environment that encompasses diversity and equal opportunities. In addition to competitive terms, you will have the chance to develop your personal profile and career in an international environment. Our success will encompass the well-being of our existing and future employees and minimization of our carbon footprint.

About Noratel Group:

Noratel was established in 1925 and is servicing industry worldwide, evolving to meet the ever-changing demands of our customers. Today we are a leading global provider, proud to offer the most comprehensive range of transformers, reactors and power supplies. Besides a comprehensive standard range product portfolio, the majority of Noratel production is dedicated to custom design and manufacturing to meet the requirements of OEM customers. Noratel employs 2000+ people across 13 countries in Europe, Asia and North America. Corporate headquarters is based in Hokksund, Norway.

Seniority Level

- Reporting to the Manager – HR Production

Industry

- Power magnetics

Employment Type

- Full-time

Start date:

- As soon as possible

Location:

- Katunayake, Sri Lanka

Application:

Please forward your job application to:

General Manager - Human Resources & Administration
Noratel International (Pvt) Ltd
P O Box 15
Katunayake

E-mail: noratel@noratel.lk