

JOB DESCRIPTION

Location: Wattala, Sri Lanka

Job Title: Human Resources

Gender: Male

Candidate to mobilize from: Srilanka itself (around Colombo)

Position: Manager – HR

Shift / working hours: General

Department / Work Station / Machine: Human Resources & Administration

Position reports to: ED / CHR

Position assisted by: ED / CHR

Reviewers Position: Assessment of the duties, Skills, qualifications and Performance requirements
Of the position

Salary (CTC) average: LKR 01.00 LPM to 02.00 LPM

Skills desired: Strong communication skills, active listening, empathy, conflict resolution, decision-making, leadership abilities, organizational skills, adaptability, data analysis, negotiation skills, and proficiency with HR technology

Qualifications: Master Degree HRM

Experience Range: 10 - 20 Years

Purpose of Job: To effectively organize, coordinate, and manage an organization's employees by overseeing recruitment, hiring, training, compensation, employee relations, and overall workforce development

Measurable Accomplishments (Desired / Associated with the Job): Employee engagement, Compliance and risk management, Process automation, HR software

Responsibilities:

- Manage the staffing process, including recruiting, interviewing, hiring (Permanent and Casuals)
- Investigate employee issues and conflicts and brings them to resolution
- Maintain employee records

- Process payroll (DATA Imputes) assist to HR – Exe
- Up date the DATA in BOI site / Labour Dept
- Employees Grievance Handling and do the counseling if required
- Conduct Internal Training Program and on the job training program / Motivation activities (Team Work)
- To be Monitor employees Service facilities with subordinators (Security / Staff Transport / sanitary facilities)
- Expatriates Visa and Other Approvals (BOI / Immigrations Dept)
- Annual Medical Examination (Reviews with records)
- Local Government Parties statutory requirements (Pradashya Sabha / MOH / Police Stations)
- Maintain the ISO / Safety and other required things as an statutory requirements level
- Monitoring the Central Environmental Dept requirements (CEA)
- Support to production and other dept process.
- Company Social Event Program

Interested candidate please share your cv at:

contact@pmspl.net.in