



Are you ready to step into your future?

Seylan Bank is one of the most progressive and innovative banks in the country with a commitment to serve people from the heart. This is your opportunity to join a dynamic team with the promise of a great career.

Manager - Resourcing & Talent Acquisition

Job Responsibilities

- Execute the overall talent acquisition and manpower plan strategy in consultation with the line management.
- Ensure filling of vacancies in the bank in a timely manner with minimum lead time.
- Effectively achieve recruiting results by approaching the talent market with innovative job advertisements and sourcing strategies.
- Facilitate the recruitment and selection process effectively as per the requirements of the Bank in order to produce the intended results.
- Design the selection matrix for choosing the optimum recruitment channel and complete the recruitment within the target timelines.
- Ensure optimum utilization of Human Resources at all levels of the bank in compliance with organizational structure / business initiatives.
- Explore the market best practices on recruitment/staffing and implement appropriate best practices in the bank.
- Involve in Employer Branding activities by ensuring the Bank's presence in various career guidance fairs and educational exhibitions/ Institutions.
- Motivating employees to be brand ambassadors and planning employee referral programs.
- Ensure timely completion of employment confirmation and contract extension process.
- Overlook the maintenance of personal files/e-files and authorize creation of employee profiles in the HRIS.

The Person

- A minimum of 8 years experience in HR with a minimum of 03 years in Resourcing & Talent acquisition.
- A degree in Human Resources Management/Business Management or a professional qualification in Human Resources Management from a recognized university/institute.
- Excellent communication skills coupled with interviewing and negotiation skills.
- Ability to work independently, with a high degree of responsibility

Applicants are invited to log on to www.seylan.lk and upload the updated CV along with a recent photograph, or email the CV to careers@seylan.lk within 7 days of this advertisement.