

# BUILD YOUR CAREER WITH CARGILLS BANK



## Executive - Training & Development

### KEY RESPONSIBILITIES

- ✓ Plan and organise training and staff development programmes
- ✓ Facilitate employee development activities and training events
- ✓ Conduct effective induction programs for new staff
- ✓ Assist in preparing the annual training budget and formulating the overall training plan for the organization
- ✓ Maintain track records of accurate/up to date statistics on training & cost
- ✓ Keen to initiate new training trends, knowledge enhancements and best practices
- ✓ Support the HR team in other HR related matters when required

### EXPERIENCE & QUALIFICATIONS

- ✓ Minimum 2 years of experience in HR
- ✓ Professional Qualification in HRD or Diploma in HRM
- ✓ Diploma or a Certificate in Training & Development will be advantageous
- ✓ Motivated to take new challenges with minimal direction
- ✓ Excellent communication skills (Spoken & Writing) & Inter-personal skills
- ✓ High proficiency in computer literacy
- ✓ A team player, with a performance driven and service-oriented mindset

Interested candidates are invited to forward their CVs to [career@cargillsbank.com](mailto:career@cargillsbank.com) mentioning the post applied for, in the subject line of the email on or before **10<sup>th</sup> December 2023**.

**Head of Human Resources**  
**Cargills Bank Limited**  
**No. 696, Galle Road, Colombo 03.**

Log in to: [www.cargillsbank.com](http://www.cargillsbank.com)

