

## Job Description

We are seeking a dynamic, enthusiastic, and self-motivated individual of high integrity to join our team as HR Executive (Resourcing & Training). The ideal candidate will possess strong professional qualifications, a solid work ethic, and exceptional skills. Reporting directly to the Senior Manager – HR & Administration the successful candidate will be responsible to drive efficiency improvements through the adoption of innovative methodologies and technologies.

- Understand the recruitment needs of departments, plan advertising/selection strategy in discussion with management for the vacant positions to have a smooth operations in departments.
- Prepare internal & external advertisements incorporating all relevant information. Supervise and attend to all pre-recruitment procedures, including calling candidates for interviews, arranging medical examinations, and obtaining police clearances.
- Schedule and organize interviews professionally and conduct reference checks, qualification verifications for prospective candidates.
- Maintain and update the CV database and provide accurate recruitment statistics for management.
- Maintain cadre statistics and prepare relevant documents for cadre meetings & maintain up to date cadre budget/ O charts and other relevant recruitment statistics, continuously monitor cadre numbers throughout the year. Analyze recruitment details and provide regular feedback and updates to management
- Manage end-to-end EPF/ETF registrations and claims in a timely and compliant manner.
- Assist in identifying training and development needs for the organization in line with performance reviews, skills assessments, and organizational priorities. Coordinate internal and external training programs, workshops, and development initiatives.
- Support the evaluation of training effectiveness and preparation of training reports.
- Facilitate induction and orientation programs for new employees.
- Prepare, review, and update HR Standard Operating Procedures (SOPs) and assist in periodic revisions of the HR Manual.
- Draft official letters, internal office communications (IOCs), disciplinary correspondence, and other confidential documents, ensuring proper documentation and record keeping
- Organize and coordinate employee welfare and recreational activities in liaison with the Senior Manager – HR & Administration.

## Requirements

- Bachelor's degree in Human Resource Management, Business Administration, Management, or a related field with 01 year experience in executive capacity.
- Professional Qualification in HR /Masters Qualification would be advantageous.
- Proficiency in HR information systems.
- High level of IT literacy.

## Benefits

The selected candidate can be assured of an attractive remuneration package with fringe benefits.

## Job Information

Grade	8.1
Division Name	HR & Administration Division
Date Opened	03/02/2026
Application Closing Date	17/02/2026
Job Type	Full time
Industry	Human Resources
City	Gampaha
Province	Western Province
Country	Sri Lanka
Postal Code	11000