

Job Description

We are seeking a dynamic, enthusiastic, and self-motivated individual of high integrity to join our team as HR Executive (Systems). 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.

- Manage and support the Human Resources Information System (HRIS), including employee data processing, report generation, and maintaining data integrity in coordination with the system provider and IT Department.
- Prepare HR-related reports and documentation using the HRIS system for management review.
- Coordinate the processing of monthly payroll in accordance with approved salary structures, allowances, deductions, and statutory requirements. Ensure payroll inputs are accurate, authorized, and submitted within prescribed timelines
- Ensure maintenance of up-to-date employee records, including appointments, changes, and exits.
- Manage and maintain the company Time & Attendance system, ensuring accurate capture of employee attendance, shifts, overtime, and leave records. Monitor companywide absenteeism, arrival and Departure times and action exits as per Company policy. Generation of analytical and statistical reports, identify irregularities and escalate to management.
- Generate daily, weekly, and monthly attendance reports and submit them to management and relevant departments on time.
- Coordinate with department heads and supervisors to resolve attendance discrepancies and provide /obtain necessary clarifications or approvals.
- Ensure Monthly, Quarterly and Bi annual verifications are carried out as appropriate to ensure accuracy of payroll information.
- Identify opportunities to improve system efficiency, optimization, automation, and data accuracy.
- Contribute to the development and refinement of HR and payroll procedures and controls.
- Coordinate user training and develop basic user guides and liaise with system vendors or IT teams on system issues, enhancements, and upgrades.
- Participate in /Conduct periodic salary surveys; prepare salary budgets; monitor and schedule salary structures and revisions.
- Ensure compliance with labor laws, company policies, and internal controls related to working hours and attendance.

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 or IT /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