

# Vacancy

Property Development Limited is a Subsidiary of Bank of Ceylon and owner of the prestigious BOC Headquarters Building in Colombo. Its core area of operation is to upkeep of real property with Operation, Maintenance and the Management of the Building. The company seeks the services of a talented and dynamic individual to fulfil the following Vacancy.

## **Executive - Human Resources and Administration**

The selected candidate will assist the Manager Human Resources and Administration in managing the organization's HR and Administrative functions effectively and in compliance with legal and regulatory standards.

### **Key Responsibilities & Experience :**

- Sound knowledge of Labour Laws, statutory regulations, and compliance requirements.
- Proficiency in all aspects of HR and Administration functions, including policy implementation and adherence to regulatory guidelines.
- Experience in recruitment, performance management, compensation & benefits, and employee welfare programs.
- Strong negotiation, communication and interpersonal skills

### **Qualifications :**

- A Bachelor's Degree in Management or an equivalent qualification, or a professional HR qualification at SLQF Level 5 / NVQ Level 6 or above from a recognized institution.
- Minimum of 10 years' experience in the HR field, with at least 4 years in a Senior or Junior HR Executive / Officer role in a reputed organization.
- Proficiency in English and Sinhala (both written and spoken)
- Age below 40 years

Please forward a complete resume with two non-related referees along with supporting documents by email to **alofficevacancies@gmail.com** or by registered post indicating the position applied for on the top left-hand corner of the envelope / subject line in the e-mail to reach the following address within 14 days.

**Head of Human Resources and Administration**  
**Property Development Limited**  
**Floor 19, Bank of Ceylon Headquarters Building,**  
**"BOC Square",**  
**No. 01, Bank of Ceylon Mawatha,**  
**Colombo 01.**