

VACANCY

Sri Lanka Institute of Biotechnology (Pvt) Ltd is a fully government owned private company for research and development including biotech related manufacturing processes. We are looking for dedicated personnel to be a part of our team for immediate employment.

HR Executive

Education

- Bachelor's degree/ professional qualification in human resources management from a recognized university

Experience

- 3 to 5 years of related experience in a similar role in the HR Function

Your Role

- Manage the recruitment and selection process and development of sourcing strategies
- HR planning, recruitment planning, and management of HR related budgets
- Ensure pre and post recruitment formalities such as management approval, issuing of recruitment packs, enrolment to insurance, allocation of workspace and laptops, orientation, etc
- Revisit the available JDs, Coordinate and develop JDs as required and maintain the consistency of the same
- Maintenance of the staff database with timely updating of recruitments, resignations, transfers, and promotions on a timely basis
- Acts as a single point of contact for the employees and managers and build a strong business relationship with the internal clients by working closely with management and employees
- Ensure necessary training and development for staff are provided through continuous identification of training needs
- Ensure all legal requirements are met with regard to workforce and subcontracted workers
- Develop and manage the Performance Management System of the company by giving the relevant awareness and driving the system through effective follow up for staff appraisal and evaluation procedures
- Handle grievances, disciplinary issues, engagement activities, opinion surveys, off boarding process, etc thereby working towards supporting SLIBTEC in maintaining a motivated and healthy workforce

Competencies and Skills

- Demonstrated ability to work collaboratively with all levels of personnel within the organization including senior management
- Language proficiency and sound negotiation skills
- Ability to maintain professionalism and maintain a high level of confidentiality
- Strong teamwork capacity with good interpersonal skills to work in a private company environment
- Flexible and adaptable to changing priorities, meeting deadlines, and working well under pressure while maintaining professionalism
- Computer literacy

If you meet the above requirements, please email your detailed CV with contact details and two non-related referees within 14 working days of this advertisement.

E-mail: slibtec@gmail.com