

VACANCY

AQUINAS COLLEGE OF HIGHER STUDIES

The Aquinas College of Higher Studies was founded in 1953 as a non-profit educational institution administered by the Catholic Church under the auspices of the Archdiocese of Colombo, devoted to education and philanthropic activities. It has contributed much to the development of the nation, by conducting numerous higher educational and professional programs for the benefit of our youth in Sri Lanka and is a Degree Awarding Institute, approved by the University Grants Commission (UGC) & registered with Tertiary Vocational Education Commission (TVEC).

Aquinas College of Higher Studies invites applications from prospective candidates for the below-mentioned vacancy.

Assistant Manager HR

Responsibilities

- Oversee the recruitment process, from posting job openings to conducting interviews and extending job offers.
- Oversee all aspects of employee relations, including disciplinary actions and conflict resolution.
- Assist with the development and implementation of human resources policies and procedures.
- Conducting training seminars for employees about company policies, procedures, and best practices for their positions.
- Conduct exit interviews with departing employees to gain feedback on their experience with the company.
- Preparation of timely reports in the related area of work.
- Assist with the employee engagement activities.
- Assist with day to day all HR related operations.
- Maintain confidentiality of all human resources-related information.

Qualifications & Experience

- Should possess a Masters Degree or Degree/ Professional qualification in HRM from a recognized University/ Institution.
- 5- 8 years of work experience in similar capacity and experience in Educational Institution is an added advantage.
- A strong grasp on all labour laws along with administrative procedures.
- Excellent time management, leadership skills and IT literacy with the ability to effectively communicate in both English and Sinhala.

Please send your CV to career@aquinas.lk within 07 days of this advertisement.