



*Pan Asia Bank, The Truly Sri Lankan Bank, with over twenty-seven years of experience in the Banking Industry, is on an ambitious growth trajectory. The Truly Sri Lankan Bank was recognized at the National Business Excellence Awards organized by the National Chamber of Commerce of Sri Lanka with two prestigious awards: the Runner-up Award for the Banking Sector and the Merit Award for Corporate Governance. These awards are a testament to strong financial/business fundamentals and how well the bank has laid a framework to mitigate any risks. In addition, Pan Asia Bank was also awarded 'Best Employee ESG Program of the Year 2022' by Global Banking & Finance Awards UK. It was also honored by LMD as one of the top 15 'Most Awarded Entities' in Sri Lanka, while being among LMD's 'Most Respected Entities' and Business Today magazine's Top 40 Business Entities in Sri Lanka.*

*We are looking to handpick a dynamic, results-oriented and highly motivated individual to join us on this exciting journey and to make a positive contribution as a valued member of our growing organization.*

## **JUNIOR EXECUTIVE – HR OPERATIONS**

### **Job Profile:**

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- Coordinate and facilitate the off-boarding process including retrieving company assets, recovering dues, processing final payments and issuing service letters
- Collaborate with other team members to ensure all off-boarding procedures are completed accurately and in a timely manner
- Maintain accurate databases/records of off-boarding activities and provide reports to management
- Respond to employee inquiries regarding off-boarding procedures, benefits, and other related matters
- Maintain a proper alignment with policies and procedures to meet legal and compliance requirements during the off-boarding process
- Attend any other task assigned by the management from time to time

### **Candidate Prerequisites:**

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- Part qualification in Human Resource Management from a recognized institution
- Minimum 01 year of work experience in a Human Resources Department in a reputed institution. Exposure in a similar capacity will be beneficial.
- Attention to detail and accuracy in record-keeping
- Ready to work under pressure with a positive attitude
- Excellent oral and written communication skills, follow-up, and negotiation skills
- Good knowledge of MS Office packages

### **Remuneration:**

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The successful candidates will be provided with an attractive remuneration package including fringe benefits, commensurate with industry standards.

Please forward your resume within 07 days of this advertisement, stating the contact details of two non-related referees, to [careers@pabcbank.com](mailto:careers@pabcbank.com) indicating the position applied for in the "Subject" line. Information forwarded by you shall be treated strictly confidential and referees shall be contacted with your consent.

**Head of Human Resources,  
Pan Asia Banking Corporation PLC, No 450, Galle Road, Colombo 03**