



WE ARE HIRING

ASSISTANT MANAGER - HUMAN RESOURCES

The role holder will ensure smooth operation of HR operational activities which includes,

- Ensuring compliance of the company HR policies .
- Handle employee related responsibilities from hire to retire/resignation process (maintaining employee records, ensuring the confidentiality, maintaining HRIS system, administration of EPF & ETF and other statutory payment processes, employee medical insurance scheme, compensation & benefit administration).
- Assisting to establish and maintain talent analytics dashboard which will provide talent insights to the core business function.
- Lead and support engagement agenda of the business.

THE PERSON WE ARE LOOKING FOR

- Possesses a degree in Human Resource Management or a professional qualification in HR from a recognized institute.
- 4 -5 years of experience in handling HR operational work.
- Exposure to Employee Relations & Analytics tools will be an added advantage.
- Ability to work with cross functional teams.
- High aptitude in
 - Execution & Result Orientation
 - Detail Orientation
 - Analytical Skills

Send your CV to - careers.consumer@hemas.com

We are a truly Sri Lankan company, making healthful living for everyday moments of our consumers across all categories, from wellness, beauty, hygiene, homecare and personal care. Work with purpose - led brands that are admired by millions of Sri Lankans making our company's vision of "Enriching Lives" a reality. We are driven by performance and innovation. We vow to take care of you as you strive to be yourself and make an impact within the company and the community.

JOIN OUR TEAM!

Be Yourself, Make an Impact.

