



Join a World of Opportunities

Executive – Group Human Resources

Join the World of Hayleys – Sri Lanka's largest and most diversified conglomerate spanning 16 diverse sectors of industry-leading businesses and brands.

Our legacy is a story of resilience and pioneering spirit, built on generations of inspired people innovating the way we live and work. As part of our team, you will fuel the growth of our leading businesses and create value across our stakeholders, communities and planet, helping us strive towards our vision to be Sri Lanka's corporate inspiration.

Desire to work in an open and dynamic environment? This opportunity is for you!

We are looking for a self-motivated individual with commitment, initiative, enthusiasm and willing to pursue a career in our dynamic Group HR Division.

Job Responsibilities:

- Carry out pre and post hiring activities and ensure smooth onboarding of new employees.
- Maintain personal files and the employee database.
- Manage employee life cycle changes by updating the HRIS, preparing letters, etc.
- Assist in the preparation of management information reports accurately and in a timely manner.
- Support the planning and execution of employee engagement activities.
- Assist in any other projects carried out by the division as required.

Candidate Profile:

- A Degree in HRM or equivalent professional qualification (full or part qualification).
- 2 years' experience in a similar role .
- Ability to work with MS office packages.
- Excellent communication skills.
- Ability to maintain confidentiality.

If you think you have what it takes to be successful in this challenging role, **please click on the flyer to Apply Now** or send your CV to careers@hayleys.com. An attractive remuneration is on offer for the right candidate.



Hayleys is an Equal Opportunity Employer.

