



**ELECTROZEN  
DISTRIBUTORS  
[PRIVATE] LIMITED**

A member of the David Pieris Group, Electrozen Distributors (Private) Limited is in the business of marketing, sales and distribution of ZENOI brand LED televisions, LED bulbs, LED Panel Lights, Electrical and Electronic accessories.



# ASSISTANT MANAGER

## HUMAN RESOURCES AND ADMINISTRATION

### **Responsibilities**

- Implement HR strategies with a focus on employee acquisition, development, engagement, and motivation.
- Manage the recruitment, selection and retention process.
- Cultivate and maintain strong relationships with both management and employees, fostering a positive and collaborative work culture.
- Monitor and ensure compliance with laws, group policies, and labor standards to uphold ethical and legal standards.
- Oversee HR operations and administration, ensuring efficiency and accuracy in all processes.
- Generate and analyse MIS reports to provide valuable insights for management decision-making.

### **Requirements**

- Degree/Professional Qualification in HRM from a recognised university/institution.
- 5-7 years' experience in the field including more than two years in the same role or as a senior executive.
- Experience in electrical consumables/FMCG/Manufacturing would be an added advantage.
- Proficient in MS Office Packages.
- Excellent verbal and written communication skills in English and Sinhala.

If you feel that this role is for you, send in a detailed resume along with two non-related referees by email or post, to reach us within 07 days of this advertisement indicating the position applied for, in the subject line of the email or top left corner of the envelope.