

# MANAGER EMPLOYEE RELATIONS

**CONTRACT BASIS**

**Human Resources Department**

## **The Job**

- Lead and manage comprehensive investigations into alleged misconduct or employee complaints
- Prepare and draft relevant legal documents including showcase letters, charge sheets, and letters related to labor tribunal matters while maintaining accuracy and legal compliance
- Manage disciplinary procedures, oversee and enforce company policies related to employee discipline, ensure compliance with legal standards and organizational guidelines
- Support management in decision-making for disciplinary measures, such as warnings, suspensions, terminations etc.
- Prepare detailed investigation reports and maintain accurate documentation of all disciplinary and inquiry-related activities
- Work closely with legal advisors and other department heads to align on cases and resolve issues
- Represent the Bank in any industrial relations matters/courts involving stakeholders or arbitration bodies
- Act as a mediator during conflict resolution and assist management with best practices for fair and consistent treatment of all employees
- Ensure compliance with labour laws and bank guidelines

## **The Person**

- A Certification/Diploma in Labor Law and Industrial Relations from an acceptable institution is a must. Possession of a bachelor's degree in Law is advantageous
- A minimum of 10 years of experience with a focus on employee relations, disciplinary procedures, or investigations preferably in the financial or corporate sector
- Strong experience in handling disciplinary processes, including drafting legal documents such as showcase letters, charge sheets, and letters related to labor tribunal matters
- Experience in managing disciplinary processes, excluding involvement in labor tribunals
- Strong understanding of employment laws, regulations, and disciplinary processes
- Excellent investigative, analytical, and problem-solving skills
- Strong communication in both Sinhala and English languages (verbal & written). Knowledge of Tamil will be an additional advantage
- Strong decision-making abilities
- Ability to handle sensitive situations with confidentiality and professionalism
- Proficient in MS Word and Excel

**CLICK HERE TO APPLY & FOR MORE DETAILS**



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