

Hayleys Group is ranked amongst Sri Lanka's largest and most diversified public companies with a strong presence in global markets and manufacturing, agriculture, transportation and logistics, consumer, power and energy, investments and services as well as in leisure and aviation. You may visit www.hayleys.com for further information.

Eco Solutions

Eco Solutions Cluster is a global market leader in innovative eco-friendly retail & industrial Fibre based solutions. We seek an experienced, dynamic, self-motivated individual to join the team for the following position.

HR Executive – Hayleys Eco Solutions sector – Madampe Plant

Job Responsibilities:

- Liaising directly with HR Manager & Plant Manager regarding all HR matters
- Promoting a positive and open work environment where employees feel comfortable to speak up their concerns
- Generating and Analyzing data to create daily, weekly, monthly, and quarterly reports
- Understanding and adhering to all pertinent labour laws
- Reviewing appraisal and discussing progression plans with employees
- Timely payments of salaries and wages for the staff and manual workers
- Conversant knowledge in preparing wages using HRIS system

Candidate Profile:

- Higher Diploma in Human Resource Management or any other relevant qualifications from the recognized university
- At least two years working experience in a similar capacity in Manufacturing Environment
- Minimum of 02 credit passes in English and Mathematics at GCE Ordinary Level Examination and 02 passes in GCE Advanced Level Examination
- Having a sound knowledge on MS Package and effective communication skills
- A proven leader with strong interpersonal skills, with a reporting line directly to the HR Manager, and responsible for coordinating with the Plant Head on HR matters.
- Preference will be given to those who are from Madampe or around proximity

If you think you have what it takes to be successful in this challenging role, please apply via email to careers@hayleysfibre.com indicating the position applied for on the subject line of the email.

Hayleys is an Equal Opportunity Employer.

