

Sri Lanka's Best Brand

Wants You!



Vacancy for the position of

Human Resources Executive

Singer (Sri Lanka) PLC operates with the vision to be the market leader in elevating and enriching lives.

We are seeking a dynamic and results-driven executive who will partner with business units and to lead HR operations, provide expertise in human resource management, HRIS optimisation, business partnering, and manage supplier payments, while supporting initiatives that enhance employee engagement, operational efficiency, and business goals.

Job Profile

- Build relationships with department leaders to address workforce needs.
- Provide HR support for talent management, employee engagement, and performance management.
- Advise managers on HR policies and compliance.
- Lead and enhance HRIS processes and ensure data integrity.
- Coordinate with IT for HR system improvements and user support.
- Oversee and validate payments for outsourced staff and HR vendors.
- Assist with employee benefits, payroll, and related enquiries.
- Support recruitment, onboarding, HR documentation, and reporting.
- Contribute to HR projects and continuous improvement initiatives.

Personal Profile

- Bachelor's degree in Human Resources or, in a related field with a professional qualification in HR
- 3 years' experience in HR handling similar duties, ideally with exposure to HR operations, HRIS, and business partnering.
- Strong technical proficiency in HRIS platforms and IT literacy (Microsoft Suite: Excel, PowerPoint).
- Demonstrated ability in relationship management, excellent communication, and strong stakeholder management skills.
- Strong analytical and problem-solving abilities with high ethical standards and accountability.
- Able to work collaboratively in a fast-paced corporate environment and manage multiple priorities efficiently.

📍 No - 112, Havelock Road, Colombo 05.

'SLIM-KANTAR PEOPLE'S BRAND OF THE YEAR FOR 19 CONSECUTIVE YEARS'

SINGER®