

JOIN WITH VISION CARE HUMAN RESOURCE EXECUTIVE (FULL-TIME : COLOMBO)

**Join Vision Care and
make a difference!!**

We are looking for an enthusiastic and detail-oriented HR Executive to join our growing team. This role is vital in ensuring smooth HR operations, supporting employee engagement, and fostering a positive work environment.



Key Responsibilities:

- Assist in developing and implementing HR policies and procedures.
- Maintain employee records and ensure data accuracy.
- Support employee engagement, training, and development initiatives.
- Address employee queries and manage employee relations.
- Coordinate payroll, benefits administration, and leave management.
- Contribute to performance management and appraisal processes.

Requirements:

- Bachelor's degree/Professional Qualification in Human Resource Management, Business Administration or a related field
- 1-2 years of experience in HR field.
- A proactive, problem-solving attitude and strong organizational skills.
- Strong interpersonal and communication skills.
- Knowledge of HR policies, labor laws, and best practices.
- Proficiency in HR software and MS Office.

Apply now and grow your career with Vision Care!

Please e-mail your CVs to careers@visioncaresl.com



Be part of a team where your skills and dedication are valued!!

Vision Care Optical Services (PVT) LTD

No 505, Union Place, Colombo 02.