



**Merchant Bank of Sri Lanka & Finance PLC (MBSL), a well-established Financial Institution and a subsidiary of Bank of Ceylon is looking for dynamic and result oriented individual to join our team for the following post.**

## **Executive – Human Resources**

**Location – Colombo 03**

### **KEY RESPONSIBILITIES:**

- HRIS Management – Configure, maintain and update the HR Information System (MintHRM), ensuring data accuracy and system efficiency.
- Staff Database Management – Oversee employee records, ensuring timely updates and secure storage.
- HR Data Analytics – Generate HR reports, analyze workforce trends, and provide insights to support decision-making.
- Business System Access Management – Manage staff access to HR and business systems, ensuring proper authorization and compliance.
- Document Archiving – Implement and maintain an organized document archiving system for HR records and compliance documents.

### **EDUCATION AND EXPERIENCE:**

- Degree from a recognized University with 02 Years' Experience in a similar capacity OR
- G C E (A/L) Examination with 3 passes with 02 Years' Experience in a similar capacity OR
- G C E (O/L) Examination with 03 Years' Experience OR
- G C E (O/L) Examination with Part qualification in relevant discipline with 01 years' Experience
- Experience in Excel is an added advantage.

### **REMUNERATION:**

Performance based remuneration package will be offered to the right candidates, based on the qualifications and experience.

Maximum age limit is 35 years

Closing Date: 28<sup>th</sup> February 2025

## **APPLY NOW**

Applicants are advised to indicate the position applied for on the subject line of the e-mail / top left hand corner of the envelope.



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