

VACANCIES



CDB believes in elevating the lives of all Sri Lankans. Our focus is to employ and engage individuals who aspire to grow their careers within a renowned financial entity, working with a dynamic team of industry professionals who are dedicated to raising the bar and setting benchmarks in Sri Lanka's financial industry.

Senior Executive / Assistant Manager - Human Resources

Join our team! We're looking for a competent individual to lead and ensure compliance across our growing workforce. If you have a passion for people management, legal compliance, and fostering a positive workplace culture, apply today!

Key Responsibilities

- Manage employee grievances and oversee disciplinary procedures in compliance with company policies and legal requirements.
- Ensure HR policies and procedures are fully compliant with legal and regulatory standards.
- Conduct regular audits to assess compliance and implementing corrective actions where necessary.
- Act as the primary point of contact for regulatory inquiries and inspections, ensuring timely and accurate responses to information requests.
- Oversee employee insurance benefits and OPD reimbursement claims related processes.
- Supervise and facilitate the off-boarding process in compliance with company policies.
- Assist in planning and executing employee engagement activities to foster a positive workplace culture.

Education, Qualifications & Experience

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum of five years of experience in HR; experience in Employee Relations (ER) is an added advantage.
- Certificate or Diploma in Labour Law will be an added advantage
- Strong communication and presentation skills.
- Sound knowledge of HR enterprise systems.
- Proven leadership skills

Rewards and remuneration commensurate with qualifications, competencies and abilities, with a well-defined career path awaits those with ambition, motivation and a willingness to perform.

Please e-mail your CV together with contact details of two non-related referees indicating the position applied for in the "Subject" line of the e-mail to

 careers@cdb.lk

CDB 
Your Friend

 Citizens Development Business Finance PLC

HOTLINE 0117 388 388

www.cdb.lk