

We Are **HIRING**

LAUGFS Supermarkets is more than a supermarket—it's a brand built on **excellence, convenience, and customer-first service**. With our **expanding network**, thriving in-house brands **Crimson Bakery & Medz Pharmacy**, and round-the-clock service at select locations, we are looking for individuals who share our commitment to **growth, dedication, and teamwork**. If you have what it takes, we're ready to welcome you!



Senior HR Executive – Payroll

Key Duties & Responsibilities

1. Manage end-to-end payroll processing, ensuring accuracy, timeliness, and compliance with company policies and statutory requirements
2. Prepare and analyze payroll-related reports for management review
3. Monitor, control, and verify overtime (OT) and attendance data
4. Handle employee confirmations, contract renewals, transfers, increments, gratuity, and maternity-related processes
5. Conduct exitclearance and support employee separation procedures
6. Issue HR-related correspondence including appointment letters, confirmation letters, transfer letters, increment letters, and service letters
7. Maintain and update employee records and profiles in the HRIS
8. Monitor attendance systems, leave records, and roster allocations
9. Coordinate closely with line managers to ensure effective workforce scheduling and HR operations

Key Qualifications & Requirements

1. Diploma or Degree in Human Resource Management, Business Administration, or a related field
2. Minimum 3 years of experience in payroll administration and reporting
3. Sound knowledge of payroll procedures, statutory requirements, and labor regulations
4. Good communication skill in both English & Sinhala
5. Ability to work independently and manage multiple tasks under deadlines
6. Age should be below 35 years

An attractive remuneration package will be offered based on the required experience and qualifications.

Please forward your resume to hr.supermarket@laugfs.lk within 10 days of this advertisement, including two non-related referees and by mentioning the applied position in the subject line.