

# JUNIOR EXECUTIVE HUMAN RESOURCES

## KEY RESPONSIBILITIES

- Accurately process payroll for all employees within specified timelines
- Maintain and update payroll records, including attendance, leave, and overtime details
- Ensure compliance with statutory requirements, including EPF, ETF, taxes, and other deductions
- Generate and distribute pay slips and payroll reports as required
- Keep up-to-date with changes in labor laws and regulations affecting payroll

## QUALIFICATIONS & REQUIREMENTS

- A degree or professional qualification in Human Resources Management or a related field
- 1-2 years of experience in a similar role is preferred
- Strong interpersonal and communication skills
- High attention to detail and excellent
- Proficiency in MS Office applications (Word, Excel, PowerPoint)
- Strong numerical and analytical skills
- Knowledge of HRIS systems is an added advantage



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