



VACANCY

We are a subsidiary of Sri Lanka's leading private commercial bank Hatton National Bank PLC, and a leader in the finance industry with an immaculate record of over 25 years, offering a diversified portfolio of financial services catering to a multitude of sectors through an integrated network of 79 branches across the island. We are ranked among the top 100 most valuable consumer brands in Sri Lanka by Brand Finance. In view of our growth expectations, we seek highly motivated, dynamic and result oriented individuals to join our organization.

JUNIOR EXECUTIVE / EXECUTIVE TALENT ACQUISITION & DEVELOPMENT

Job Responsibilities

- Manage the end to end recruitment process.
- Post job vacancies on job portals and social media.
- Screen CVs and shortlist suitable candidates.
- Coordinate and schedule interviews with hiring managers.
- Conduct initial interviews and candidate evaluations.
- Maintain the candidate database and recruitment reports.
- Support employer branding and recruitment campaigns.
- Ensure recruitment follows company HR policies.
- Provide hands-on support to other areas within the Talent Acquisition team as required.

Qualifications

- Bachelor's degree in Human Resource Management / Business Administration / Management.
- Professional HR qualification (PQHRM / CIPM) will be an advantage.
- 1-2 years' experience in recruitment or talent acquisition.
- Experience in a finance company or corporate HR environment is an added advantage.

If you are willing to take up the challenge, forward your resume via e-mail OR by post within 10 days of this advertisement along with the details of two non-related referees, to the address stated below or to HRTalentTeam@hnbfinance.lk Please indicate the post applied for and your preferred location on the top left-hand corner of the envelope or in the subject line of your e-mail.

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