



# JUNIOR EXECUTIVE – HR OPERATIONS

## Human Resources Department

### *About the Bank:*

*Armed with a proud history of over 30 years, Pan Asia Bank is on an exciting growth journey, evidenced by an array of recognitions, including being honored as one of the Top 40 business entities in the country by Business Today and top hundred companies by LMD.*

### **Job Profile:**

- Manage the full onboarding cycle from offer acceptance to confirmation.
- Coordinate pre-joining formalities including document collection, verification, and compliance checks.
- Ensure completion and proper maintenance of employee personal files in line with HR policies and audit requirements.
- Prepare employment contracts, appointment letters, and other onboarding documentation.
- Liaise with internal departments/units (IT, Administration, Payroll, Compliance, etc.) to ensure smooth new hire integration.
- Conduct or coordinate induction programs and orientation sessions.
- Ensure timely enrollment of new hires into HR systems and payroll.
- Monitor probation periods/contract periods and coordinate confirmation processes/contract renewals.
- Maintain accurate onboarding records and generate related reports.
- Always ensure confidentiality of employee information.
- Provide support in various HR Operations functions as required.

### **Candidate Prerequisites:**

- Minimum 1–2 years of experience in HR Operations or employee onboarding, preferably within a Bank or Financial Institution.
- Part professional qualification in Human Resource Management from a recognized/acceptable institution.
- Sound knowledge of HR documentation processes, compliance standards, and employee record management.
- Strong coordination and organizational capabilities with the ability to manage multiple stakeholders effectively.
- Excellent communication and interpersonal skills
- High level of attention to detail and accuracy in handling documentation and HR records.
- Possesses a process-oriented mindset with the ability to manage multiple tasks simultaneously while meeting deadlines.
- Demonstrates a professional, service-focused approach with a commitment to delivering a positive employee experience.

### **Remuneration:**

The successful candidates will be provided with an attractive remuneration package including fringe benefits, commensurate with industry standards.

### **How to Apply:**

Take the next step in your career and be part of a team that values growth, collaboration, and excellence. If you are ready to make an impact and help shape the future of our Bank, we invite you to apply today.

**Assistant General Manager – Human Resources,**  
Pan Asia Banking Corporation PLC, No. 450, Galle Road, Colombo 03

**APPLY VIA XPRESSJOBS**