

## HAYLEYS GROUP

The Hayleys Group is a leading diversified conglomerate in Sri Lanka, and one of its largest value-added exporters. Hayleys accounts for approximately 4.2% of Sri Lanka's export income, with business interests in 16 diverse sectors, reaching across to business strongholds in 5 continents and over 86 countries across the globe. We are ranked Sri Lanka's number one corporate and are rated 'AAA (lka)' by Fitch Ratings with a Stable Outlook. To explore the World of Hayleys, visit us at: [www.hayleys.com](http://www.hayleys.com)

## Eco Solutions

Eco Solutions Cluster is a global market leader in innovative eco-friendly retail & industrial Fibre based solutions. We seek an experienced, dynamic, self-motivated individual to join the team for the following position.

### Executive - HR (Dankotuwa/ Contract Basis)

#### Job Responsibilities:

- Liaising directly with HR Manager & Plant Manager regarding all HR matters
- Promoting a positive and open work environment where employees feel comfortable to speak up their concerns
- Generating and Analyzing data to create daily, weekly, monthly, and quarterly reports
- Understanding and adhering to all pertinent labour laws
- Reviewing appraisal and discussing progression plans with employees
- Handling recruitment camps and filling vacancies immediately to ensure operations are not interrupted
- Timely payments of salaries and wages for the staff and manual workers
- Conversant knowledge in preparing wages using HRIS system

#### Candidate Profile:

- Higher Diploma in Human Resource Management or any other relevant qualifications from the recognized university
- At least two years working experience in a similar capacity
- Minimum of 02 credit passes in English and Mathematics at GCE Ordinary Level Examination and 02 passes in GCE Advanced Level Examination
- Having a sound knowledge on MS Package and effective communication skills
- A proven leader with strong interpersonal skills, keen to motivate, educate and connect department managers and employees regarding all HR matters
- Preference will be given to those who are from Dankotuwa or around proximity

If you think you have what it takes to be successful in the above challenging role, please click on "**Apply Now**". Pay and benefits of the above position will be competitive, and the rewards are performance driven.

Hayleys is an Equal Opportunity Employer.

