

# WE ARE HIRING!

Sumathi Holdings is a well-known conglomerate in Sri Lanka with an extensive portfolio of diversified businesses. Our subsidiaries are professionally managed, high-performing, socially responsible, and deliver superior value to the markets they serve. Sumathi Holdings also maintains several strategic investments and alliances across key sectors of the Sri Lankan economy.

In line with the expansion of our Group HR operations and focus on digital HR transformation, we are seeking a detail-oriented Assistant – Payroll & HR Services to support HRIS, attendance, and payroll functions, ensuring accuracy and efficiency across all processes.



## ASSISTANT – PAYROLL & HR SERVICES

### DUTIES AND RESPONSIBILITIES

- Manage and administer the Group HRIS, ensuring data accuracy, system integrity, and compliance while maintaining employee lifecycle records across all SBUs.
- Configure and enhance HRIS modules, including organizational structure, employee lifecycle, time & attendance, leave management, and payroll-related inputs.
- Oversee time, attendance, and roster management, ensuring accurate tracking of working hours, overtime, shift patterns, and leave balances in coordination with SBU teams.
- Support attendance validation and payroll preparation by providing accurate data to ensure smooth monthly payroll processing.
- Ensure timely processing of HR transactions, including onboarding, transfers, confirmations, promotions, salary revisions, and employee exits.
- Generate and analyze HR reports and dashboards, covering headcount, absenteeism, attrition, and other key HR metrics for decision-making.
- Coordinate HRIS-related activities, liaising with HR, IT, and vendors while maintaining SOPs, supporting audits, and driving process improvements.

### THE IDEAL CANDIDATE SHOULD POSSESS

- A degree in Human Resources Management from a recognized university or a professional qualification in Human Resources Management.
- Minimum 1–3 years of experience in HR operations, Payroll or HRIS-focused roles.
- Strong hands-on experience with HRIS platforms, employee databases, and advanced MS Excel reporting.
- Solid understanding of HR processes, data controls, and HR compliance requirements.
- Strong analytical, problem-solving, and stakeholder coordination skills with high attention to detail.
- Prior experience in a Group or multi-entity environment will be a distinct advantage.

### WHAT WE OFFER

- A competitive salary and benefits package.
- Exposure to Group-level HR systems and digital HR initiatives.
- A collaborative and performance-driven work environment.



**SUMATHI HOLDINGS (PVT) LTD**

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**SUBMIT YOUR CV**  
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