

ASSISTANT MANAGER- HUMAN RESOURCES & ADMINISTRATION

The Assistant Manager – Human Resources & Administration is responsible for managing and integrating both HR and administrative functions to ensure efficient workforce management and smooth operational support within the organization. The role plays a key part in implementing HR strategies, maintaining employee relations, and overseeing administrative operations in alignment with company policies and business objectives.

KEY RESPONSIBILITIES:

- Manage end-to-end HR functions including recruitment, onboarding, employee records, and offboarding
- Support performance management processes, attendance monitoring, and leave administration
- Coordinate employee engagement initiatives, welfare activities, and internal communications
- Ensure compliance with labor laws, company policies, and HR best practices
- Oversee overall administrative operations including office management, facilities, and supplies
- Support training and development activities in coordination with HR strategy
- Liaise with internal departments to ensure smooth operational and HR support

REQUIREMENTS:

- Bachelor's Degree in Human Resources Management / Business Administration or equivalent qualification
- Minimum 3–5 years of experience in HR and/or administration functions
- Strong knowledge of HR practices, labor regulations, and office administration
- Excellent leadership, interpersonal, and communication skills
- Proficiency in MS Office and HRIS systems will be an added advantage

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