

# ARE YOU dynamic, driven, determined & diligent? Our HR team WANTS YOU..

## Senior Executive / Assistant Manager - HR

Astron Limited is looking to recruit a suitable candidate for our Human Resources Division. Our goal is to provide quality healthcare solutions that improve people's lives and, in doing so, deliver value to the Company. Astron Limited is a key stakeholder in the Sri Lankan pharmaceutical industry with a history of over 60 years involved in developing, manufacturing, marketing and distributing a wide range of pharmaceutical, nutritional and veterinary products.



Our Human Resources Team focuses in bringing out the best in our workforce while aligning individual goals with our corporate goals. Our team is passionate about building healthy employee relations within the Company. Our growing HR team is looking for an individual who will complement and enrich the team and add value to the Company. The ideal candidate should be driven, proactive, skilled in multitasking and be confident about performing the following role:

### ROLE AND RESPONSIBILITIES

- Be honest, ethical and dependable
- Be driven, proactive and skilled in multitasking
- Demonstrate a results orientated approach and have strong planning and organizational abilities
- Possess good time management skills
- Be understanding, empathetic and personable
- Be an attentive Listener
- Excel in independent work and collaboration
- Be able to handle confidential and sensitive information

### REQUIREMENTS

- Degree in HRM and full qualification in HRM (PQHRM)
- MBA in HRM from a Recognized University
- 03 years or more proven experience in comparable position in handling HRM in a manufacturing / Service Industry
- Good interpersonal skills and the ability to work in cross functional teams
- Good communication skills in English and Sinhala (oral and written)
- Good knowledge of Talent Acquisition, Talent Management, Learning and Development & Other HR Operations
- Good knowledge of IT Skills and Microsoft Office (Word, Excel, PowerPoint)
- Sound knowledge of Sri Lankan Labour legislations

*The above post come with an attractive remuneration package and other benefits. Please send your CV to reach the undernamed within 14 days from the date of this advertisement or apply through our Company website: [www.astron.lk](http://www.astron.lk) The names, addresses and contact numbers of 2 non-related referees should be included in your CV.*



Head of HR & Legal  
Astron Limited  
688, Galle Road, Ratmalana.  
E-mail: [careers@astron.lk](mailto:careers@astron.lk)