



## A GREAT OPPORTUNITY TO JOIN A LEADING BPO COMPANY IN SRILANKA

Legacy Healthcare Private Limited provides Insurance Claim Processing with Revenue Cycle Management Services to a fast growing, recession proof healthcare industry in the USA. We are committed to delivering processed Medical Insurance claims which meet US Healthcare industry standards, whilst meeting stringent time targets and client expectations.

We are leading RCM Company Headquartered in Dallas Texas with operations based in Colombo, Kandy – Sri Lanka and Chennai - India.

### Executive – HR & Admin

#### Job Role

The job holder is required to handle the HR and Administrative function at our Colombo Branch. Responsibilities include coordinating the recruitment process, maintaining personal files, maintaining leave/punctuality records, coordinating the performance management & appraisal system and attending to the day to day HR & administrative requirements. He /She will be actively involved in staff welfare and employee engagement activities.

#### Selected candidates can look forward for;

- Exposure to various modern systems, processes and endless learning opportunities.
- Youthful and people-friendly working environment.
- Guidance, Training and Support throughout each career level.
- Challenges that help you sharpen your skills and test your limits.

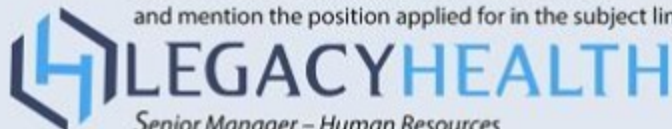
#### Qualifications and skills required

- Minimum of two years' experience in the similar capacity.
- Excellent communication and Interpersonal skills.
- Diploma / Degree or equivalent qualification in Human Resources Management.
- Excellent Computer Literacy (Especially MS Excel).
- Creativity & Innovation
- Ability work in Nightshift as and when required
- Age below 25 years

Email your CV to:

**[careers-colombo@legacyhealthllc.com](mailto:careers-colombo@legacyhealthllc.com)**

and mention the position applied for in the subject line.



Senior Manager – Human Resources

2Legacy Healthcare (Pvt) Ltd

No 23, 03rd Floor, Lillie Street,

Colombo 02. Tel : 011 – 563 7702

*Legacy Healthcare is an equal opportunity employer.*

