

The image features a large, stylized 'HR' logo in the center, surrounded by several circular icons containing symbols like gears, a person, and a bar chart. The background is a dark blue with a grid pattern.

HR

EXECUTIVE HUMAN RESOURCES

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MAY 2021 - APR 2022
LKA

Abans Group

Founded in 1968 by Aban Pestonjee, Abans Group is a leading conglomerate that offers targeted solutions ranging from real estate and engineering to retail and Auto, which aim to enhance the lives of Sri Lankan citizens. Join the Abans Group to experience a rewarding career!

The Role:

- Responsible to assist the smooth running of HR operations while assisting effective and efficient management of Human Asset of the organization in order to accomplish organizational goals and objectives. Also, needs to handle several HR tasks in the organization.
- Completes resignation process.
- Completes Probation Employees Confirmation process as per the given timelines.
- Completes Retirement process on time
- Carries out the monthly HR spot audit each month and ensures completion of identified gaps.
- On time completion of HRIS testing and other activities to facilitate new module implementation.
- Updates ELC movements (Company transfers) to the HRIS on time with 100% accuracy.

Requirements:

- Bachelor's Degree or equivalent professional qualification in the field of Human Resource Management.
- A minimum of 2 years' industry experience.
- Strong interpersonal skills, policy making skills and communication skills.
- Attention to detail and work with minimum supervision.
- Ability to work under pressure and meet deadlines.

Candidates who are interested should forward their resume, indicating the post applied for in the subject line of the email, within 10 days of this advertisement to

careers@abansgroup.com

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