



## Associate Executive – Talent Sourcing

Location : Bambalapitiya, Sri Lanka.

### Responsibilities :

- Assist & coordinate with day to day operations of the hiring function.
- Timely delivery of the assigned activities.
- Monitor assigned project activities from start to end.
- Coordinate with relevant stakeholders to ensure successful progress of the projects/tasks as per given timelines.
- Initiate meetings/discussions/interviews as any hiring assignment progress, resolve conflicts, remove bottlenecks and follow up on daily action items.
- Provide administrative support to HR related activities as needed.

### Requirements:

- Candidate should be following or completed a qualification in HR/Business management.
- Minimum 6 months or 1 year experience in Talent Sourcing.
- Candidate must be living in Colombo.
- Excellent communication skills (Reading, Writing & Speaking).
- Should be able to work independently or as part of a team as the situation demands

If you are **confident**, please email your CV mentioning the **position applied for** in the Subject line to [careers@senoksl.com](mailto:careers@senoksl.com) within 10 days of this Advert.

Director – Human Resources

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