



Manager HR

JOB REF: (ES 23/03/ 3794)



Our client is a leading entity in the BPO and IT industry and has the following vacancy for a dynamic, result driven individual to take on the role of **'Manager HR'**

If you possess the drive, passion and determination to succeed and demonstrate a willingness to grow with the organization and be part of a professional corporate environment which promotes unity in diversity, we would like to hear from you.

Job Description :

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Manage employee relations by addressing demands, grievances or other issues
- Spearhead the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Build and nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management

Candidate Profile :

- Candidates should be below 35 years
- Should have a bachelors degree or Masters degree in HRM
- A professional qualification in HRM is an added advantage
- 5+ year experience in managing a team and overall HR function.
- Fluent in all Labour law matters
- Prior experience in working for a BPO/BPM/IT company
- Exceptional communication skills, writing skills, interpersonal skills, and ethical mindset
- Adept to problem-solving and conflict resolution
- Have extensive knowledge of HR policies and systems
- Familiar with HR software and working knowledge of MS Office

An attractive remuneration package to commensurate with qualifications and experience is on offer along with excellent career growth prospects

Applications with detailed Curriculum Vitae including a **recent photograph** and contact details of two non-related referees, quoting the reference number and position on subject of the e-mail, should reach the following email within 7 day.

**KPMG Executive Search (Private) Limited,
32A, Sir Mohamed Macan Markar Mawatha, Colombo 03.**

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