

PROGRESS WITH PRIDE

Cantec Printing and Packaging (Pvt) Ltd is a pioneer manufacturer in Metal & Plastic Packaging, for Food and Non Food Grade Industries in Sri Lanka. Company is powered by over 290 dedicated employees who share a common vision of excellence in their professional attitudes. We have five (05) manufacturing facilities in the western province and two (02) manufacturing facilities in the Southern Province. We provide the best packaging solution in the fastest manner to meet the growing industrial requirement. In order to facilitate further expansion Cantec has set its sights on taking on board professional achievers to lift the company to its next level in pursuit of excellence. Applications are called from the suitable candidate to fill the following vacancy at our manufacturing facility at the Industrial Estate, Ekala, Ja-Ela.

MANAGER – HR & ADMINISTRATION

JOB SUMMARY: Define, develop and implement HR plans, policies and procedures in line with corporate HR strategy in order to support the achievement of overall business objectives. To act in the best interest of the company, staff and work force, negotiating to resolve issues when they arise. Ensure that HR & Administration Strategic plan activities have been met in relation to assigned areas.

JOB PROFILE

- Manage the recruitment process for all management and non-management positions in order to support the recruitment of high caliber individuals that will enable the business to meet its objectives.
- Establishing Departmental and Individual KPIs and monitoring same and Managing Annual Appraisal process of the company.
- Maintaining a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- Lead the Succession Planning and ensure Talent Development process are met particularly around development and retention of staff.
- Manage the programme of health and safety audits, reviewing against the requirements of legislation, company guidelines and safety management plans.
- Manage the HRIS system and the implementation of guidelines to ensure the efficient, timely and accurate input, maintenance and reporting for the system.
- Oversee general administration services including Security, Cleaning and staff welfare.

PERSONAL PROFILE

- Bachelor's degree in Human Resources Management or equivalent qualification from a recognized institute.
- MBA qualification from a recognized institute will be a distinct advantage.
- Minimum of 10 years of proven post qualifying experience in HR Management in the Manufacturing sector.
- A deep knowledge of HR Programmes and practices, including applicable state employment law and regulations.
- Proficient in HRIS and MS Office applications.
- Exposure to IR and ER management will be a definite advantage.
- Sound problem solving and decision making skills.

The remuneration package for the above position is very competitive and the rewards are performance driven. If you are confident that you can fulfil the above requirements, please send us your application with contact details of two non-related referees to careers@cantec.lk within 07 days of this advertisement indicating the position applied for on the subject line of the email. Influencing will not have any bearing on the selection process, which is merit based.



CanTec®

