



ASSISTANT MANAGER HUMAN RESOURCES & ADMINISTRATION

CEYLON LEATHER PRODUCTS MANUFACTURERS LTD., is the pioneer in the LEATHER, LEATHER FOOTWEAR and LEATHER PRODUCTS industries in Sri Lanka. CLPML owns and manage the largest Leather Footwear and Leather Products factory and a Leather Processing Unit.

An opportunity exists for a highly motivated and result oriented individual for the post of Assistant Manager- Human Resources & Administration reporting to the General Manager. The successful candidate will have the opportunity to climb upto the position of Manager – Human Resources & Administration.

The key tasks of Assistant Manager- Human Resources & Administration will include but not limited to:

- Planning, directing and coordinating of all activities in the Human Resources Department in an effort to reach maximum levels of employee productivity, creativity throughout the work force.
- Developing objectives, strategies, plans, policies and programs in the area of manpower planning recruitment, training and development, compensations, benefits, personnel policy and records, administration and labour regulations.
- Oversee the analysis, maintenance and communication of records required by external organizations and Government regularities.
- Providing human resources information that meets top management needs.
- Recommending effective and efficient human resource development plans to coincide with corporate and strategic objectives of the organization.
- Creating a safe and innovative working environment for all employees.
- Provide complaint channels for employee grievances and establish/enforce Company policies on performance review.

The requirements:

- A University Graduate or a similar Professional qualification or a Diploma in Human Resources Management from the IPM or any other recognized qualification in Human Resources Management.
- 3 years' experience in a similar capacity.
- Should be self-motivated with strong leadership and inter-personal skills.
- Below 40 years of age.
- Preferably from Gampaha area.

If you wish to be a part of our dynamic team, please forward your resume to reach us within 7 days of this advertisement giving contact numbers of two non-related referees to:

The Managing Director/Chief Executive Officer
CEYLON LEATHER PRODUCTS MANUFACTURERS LTD
No.64, Belummahara, Mudungoda
Tel. 033-5228228 Fax. 033 2258751

Email: vacancy@dileather.lk

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