



WE PRIORITIZE GROWTH

HR TRAINING & DEVELOPMENT EXECUTIVE

Are you an analytical thinker, strategic but execution focused and smart with a zeal to get things done? Do you want to be out in front leading things? If this sounds like you, this could be the perfect opportunity to join the LB Finance Training and Development Team of Human Resources & we would love to hear from you!

YOUR JOB PROFILE

- Identify training and development needs of all the departments within the organization.
- Work with Head of Departments & Branches to develop training programs and ensure they deliver results.
- Organize training materials and oversee overall training programs.
- Ensure that the planned training programs are approved by the senior management.
- Track and assess the attendance of participants and provide reports to the senior management while preparing the Training Deduction Report.
- Handling employee feedback and inquiries related to training and development programs and resolve any training-related issues if they arise.

WHAT ARE WE LOOKING FOR?

- Partly/Fully qualified in Human Resources, Business Management, or a relevant field.
- Hands on experience as an HR Training and Development executive or a similar role.
- Excellent written and verbal communication skills.
- Strong research, organizational, and planning skills.
- Proficiency in MS Office suite (Excel, Word, Power Point)
- Detail oriented and a problem solver.
- Solid time management skills.
- Ability to evaluate and research training options and alternatives.
- Should be based in Colombo and committed to carry forward training programs on weekends.



SLIM

Peoples Financial

Service Provider of the Year - 2019, 2020 and 2021

LB Finance always welcome

candidates having volunteering experience and CSR Mindset



A Carbon Neutral Company

If you are interested in joining a dynamic work environment send us your CV to hr@lbfinance.lk within 14 days of the advert. Please mention the position applied for in the subject line.

Head of Human Resources

 **LB FINANCE**

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