

Maliban[®]

MALIBAN BISCUIT MANUFACTORIES (PVT) LTD

Inspiring goodness...

VACANCY

Maliban Biscuit Manufactories (Pvt) Ltd, is a World Class Producer of quality Biscuits for over half a century with an extensive distribution network and exports to Europe, North America, Middle East and Africa, making Maliban a truly Global Company.

Due to rapid expansion in our operations we are seeking a dynamic, self motivated and result oriented individual to fill the following position immediately.

Position Available: HUMAN RESOURCE DEVELOPMENT EXECUTIVE

KEY RESPONSIBILITIES

- Contribute to the preparation of the Learning need analysis with the relevant internal stakeholders.
- Develop the Annual Learning Plan and the budget while constantly monitoring and conducting the relevant training with the supervision of Group Talent Development Manager.
- Execute Internal and External Training Programs as per the Learning Planner with the coordination of relevant departments and individuals.
- Assist Group Talent Development Manager to execute in-house training programs.
- Actively involve in evaluating the effectiveness of the training programs.
- Actively work for performance management process.

QUALIFICATIONS AND ATTRIBUTES

- Very good knowledge of Human resource development and performance management
- A Degree in HRM or equivalent professional qualification.
- 2 - 3 years' experience in HR or HRD in reputed Company.
- Excellent knowledge of MS Office Package.
- Proficiency in "visio" would be an added advantage.
- Ability to work with tight deadlines under minimum supervision.
- Excellent facilitation and organization skills.
- Excellent command of English is a mandatory.

WHAT WE OFFER

- An attractive remuneration package awaits the right candidate.

How to Apply:

Please forward your updated CV to vacancies@malibangroup.lk along with the names and contact numbers of 2 non-related referees. Please indicate the position you are applying for in the subject line.

Group HR & Admin Manager
MALIBAN BISCUIT MANUFACTORIES (PVT) LTD,
389, Galle Road, Ratmalana.

