

HR ASSISTANT - GENERAL INSURANCE

Sri Lanka Insurance General is backed by decades of industry expertise and the country's most experienced insurance sector technical knowledge base. Join a team of highly qualified and most experienced professionals in the country to experience unparalleled opportunities for career growth and personal development opportunities within a performance-driven culture.

Duties & Responsibilities

1. Functions in HRIS

- Maintaining and updating in Human Resources Information System and ensure smooth functioning time to time for the purpose of maintaining accurate pool of information.
- Monitoring the operational efficiency of the HRIS system and actively engage in developing the system.
- Report drawbacks to the service provider in timely manner to avoid breakups.

2. Functions in HR Administration & HR Services section

- Engage in the functions of HR Administration section in order to maintain the smooth functioning of HR services.
- Coordinate with other departments on updates and changes of the details.

3. Assist to prepare HR Presentations as and when required.

4. Actively engage in providing technical support for the meetings.

5. Perform additional work assigned by the Management from time to time in line with the competencies to meet business requirements.

Qualifications & Pre-requisites

- Passed G.C.E (A/L) with 3 main subjects in one sitting excluding General English and Passed G.C.E (O/L) with Credit passes for Sinhala/Tamil, English & Mathematics with part professional qualification in HR/Qualification in Data Science
- Attention to details with high command of analytical skills
- Sound knowledge in MS Office, Language and communication skills
- Ability to work independently with minimum supervision
- Ability to work under pressure
- Previous experience in HR/Administration will be an added advantage
- Preferably age below 35 years

If you believe you possess the above qualifications & experience, send in your CV along with the names of two non-related referees within 07 days of this advertisement to the address given below, stating the post applied for on the top left corner of the envelop or e-mail it to jobs@srilankainsurance.com stating the post applied for on the subject line.

Deputy General Manager - HR
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