CAREER
OPPORTUNITIES AT
JANASHAKTHI GROUP

About Us

From financial services, including asset management, leasing and stock brokering to life insurance. Our Group's businesses are leaders in their respective industries. The Janashakthi Group operates in the finance, insurance and investment sectors, and the group comprises First Capital, Janashakthi Life Orient Finance.

Join us for a rewarding career with endless opportunities for career development and personal growth.

Assistant Manager - Human Resources

Job Responsibilities

- Assist the Head of HR with overall HR operations.
- Lead day-to-day HR operational activities
- Ensuring compliance with set SLAs
- Support different HR strategies
- Monitor sales staff performance with timely evaluations and productivity support.
- Manage disciplinary processes with proper documentation and adherence to policies.
- Ensure compliance with HR policies, labor laws, and regulations, including interactions with the labor department.
- Provide HR Management Information Systems (MIS) reports for decision-making.
- Proactively resolve HR operational issues to maintain efficiency across departments.

Person Specifications

- Bachelor's Degree or Professional Qualification in Human Resources Management, Management, or a related field from a recognized institution.
- Candidates from other backgrounds, such as science graduates or ACCA and CIMA qualifiers who have transitioned into HR, are encouraged to apply.
- 5-7 years of HR experience, with at least 2 years in an HR Business Partner or similar role.
- Experience in the insurance industry will be advantageous.
- Strong interpersonal skills, and the ability to influence stakeholders at all levels.
- Ability to manage multiple priorities in a fast-paced environment
- Proficiency in Microsoft Office applications, specifically Word, PowerPoint, and Excel.

Please click on the advertisement to submit your application.

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First Capital | Janashakthi Life | Orient Finance