

WE ARE HIRING

Management Associate/ HR

JOIN OUR TEAM

The Sri Lanka Institute of Information Technology (SLIIT) is a pioneer in the higher education sector of Sri Lanka and offers undergraduate and postgraduate degrees in a wide range of disciplines. It is committed to provide the best student experience through a dedicated group of academic and non-academic staff. The main campus located in Malabe has excellent academic and recreational facilities.

We are looking for a dynamic and committed individual to join our team as a Management Associate/ Human Resources attached to the Department of Human Capital Management.

Key Duties & Responsibilities:

- Handle the end-to-end employee offboarding process, including exit interviews, documentation, and final settlements.
- Monitor and maintain attendance records of all Faculties and Departments.
- Track employee leave requests, approvals, and balances and ensure compliance with company policies.
- Coordinate overtime submissions, ensure proper approvals, and liaise with payroll for accurate processing.
- Generate regular reports on attendance, leave, overtime, and offboarding metrics.
- Coordinate with relevant teams to ensure policy compliance and smooth transitions.
- Address employee queries related to leave entitlements, absence policies, and exit formalities.

Minimum Requirements:

- A bachelor's degree in a relevant field from a recognized university/ institution
- Experience in the education sector will be considered as an added advantage
- Excellent interpersonal, communication, and presentation skills
- Sound knowledge in Labour Laws & HR policies

SLIIT offers a competitive salary and other benefits commensurate with qualifications and experience.

Please send your resume via email to careers@slit.lk clearly indicating the post applied for on the subject line of the email, to reach us within 7 days of this advertisement.

