

# BMICH

## HEAD OF ADMINISTRATION AND HUMAN RESOURCES

The BMICH (Bandaranaike Memorial International Conference Hall) is seeking a dynamic and experienced professional to join our team as the Head of Administration and Human Resources. BMICH is Sri Lanka's premier event and convention center, hosting a diverse range of local and international events. As the Head of Administration and Human Resources, you will play a critical role in shaping the future of our organization.

### Responsibilities:

- implement administrative policies, procedures, and systems to support the overall operations of BMICH.
- Provide leadership and supervision to the administrative team, fostering a collaborative and high-performing work environment.
- Manage and oversee facilities management, including maintenance, procurement, security, and housekeeping services.
- Ensure compliance with regulatory requirements, health and safety standards, and other relevant guidelines.
- Coordinate with various departments to identify administrative needs and implement solutions to enhance productivity and customer satisfaction.
- Oversee vendor management and contract negotiations to ensure cost-effective services and supplies.
- Develop and manage the administrative budget, ensuring proper allocation of resources and cost control measures.
- Act as a liaison between BMICH and external stakeholders, such as government authorities, suppliers, and service providers.
- implement human resources strategies and initiatives that align with the organization's goals and values.
- Lead the recruitment, onboarding, and retention of top talent, fostering a positive and inclusive work environment.
- Drive performance management, training, and development efforts to enhance employee capabilities and engagement.
- Champion BMICH's culture and values, promoting a high standard of professionalism and ethics across the organization.

### Qualifications and Requirements:

- Bachelor's degree in business administration, Human Resources, or a related field. Master's degree or professional HR certification is a plus.
- Proven track record of at least 10 years in administrative and HR management, with a deep understanding of best practices and industry standards.
- Strong leadership and management skills, with the ability to motivate and inspire a diverse team.
- Excellent organizational and multitasking abilities, with a keen eye for detail.
- Sound knowledge of facilities management, health and safety regulations, and administrative best practices.
- Ability to work effectively under pressure and meet deadlines.
- Strong leadership skills with the ability to inspire and motivate teams to achieve strategic objectives.
- Excellent communication, interpersonal, and negotiation skills, with a focus on building strong relationships at all levels.
- Proficiency in HRIS and other relevant software applications and tools for administrative management.

### How to Apply:

Interested candidates are invited to submit their resume, cover letter, and any other relevant documents to [careers@bmich.com](mailto:careers@bmich.com) by 20TH December 2023. Please mention "**Head of Administration and Human Resources**" in the subject line of your email.

BMICH is an equal opportunity employer and encourages applicants from diverse backgrounds to apply.

Please note that only shortlisted candidates will be contacted.

Thank you for your interest in joining BMICH!

**Director General**

**Contact: 0112 691 130**



The Century International  
Quality ERA Award  
Gold - Geneva | Platinum - Paris



BWIO  
Platinum Award



South Asian Travel Award  
Leading Meeting & Convention Centre



Sri Lanka Tourism Awards  
The Best MICE Venue