

WE ARE LOOKING FOR AN ENERGETIC AND TALENTED ALL ROUNDER EXECUTIVE HR MANAGEMENT & ADMINISTRATION



'Sunshine Launderette' is currently serving a large Corporate Customer Segment providing solutions to Washing, Pressing and Dry-cleaning, having a well experienced set of staff of over 100 with a Branch Network of 16 within the City of Colombo.



Key Responsibilities

- Able to handle employee related matters, recruitments, employee developments, documentation and oversee overall HR & Admin functions.
- Implement employee performance monitoring strategies.
- Implement good HR practices and create a positive working environment.
- Attend to staff counselling, grievance handling process.
- Assist the Head of operations and Manager HR achieving overall objectives of the Company.
- Ability to provide MIS, Pay details on time.

Core Competencies

- A degree or a Post Graduate / Any other related qualification in HR.
- Previous experience in a factory environment will be an added advantage.
- Excellent organizing and multi-tasking ability.
- A good team player with leadership skills.
- Excellent computer literacy (MS Office, Word, Excell, internet and emails etc).
- Ability to interact with all levels of employees.
- Excellent communication, presentation and interpersonal skills.

The remuneration package will be attractive and negotiable. Please forward your CV with a recently taken photograph, with two non-related referees to hr@sunshine.com within 10 days of this advertisement. Please mention the post applied in the subject line.