



Merchant Bank of Sri Lanka & Finance PLC, a well-established Finance Company, and a subsidiary of Bank of Ceylon is looking for a dynamic HR Operations Professional to join our HR Operations team;

### **ASSISTANT MANAGER – HUMAN RESOURCES**

#### **RESPONSIBILITIES WILL INCLUDE**

- HR functions including leave management, HR correspondence, resignations, exit interviews, HR Database and HRIS System.
- Prepare relevant reports/circulars/correspondents in terms of the scope.
- Attend employee queries relating to leave and staff payments.
- Drafting and issuing letters relating to HR matters.

#### **QUALIFICATIONS & REQUIREMENTS:**

- Degree from a recognized University OR full Professional qualification in relevant discipline with 02 Years' Experience in Executive capacity OR
- Relevant recognized Diploma (Minimum 01 year /Part Professional Qualification) with 03 year's Experience in Executive Capacity.
- G.C.E (A/L) examination with 3 passes with 04 year's experience in Executive Capacity.
- G.C.E (O/L) examination with 05 Years' Experience in Executive Capacity.

#### **How to Apply:**

- Applicants are advised to indicate the position applied for on the subject line of the e-mail / top left hand corner of the envelope and send your detailed resume along with names of two non-related referees within 14 days of this advertisement to the following email/ address. The vacancy will be filled purely on merit and any form of canvassing will result in disqualification. Only short-listed candidates will be called for an interview.

**Human Resources Department**  
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