



Economic Development Bureau



Western Province

(Wespro Security Service)

Administration Manager - Male

WESPRO Security Service is an establishment functioning under the purview of Western Province Economic Development Bureau and providing security solutions to Western Province government institutions.

We are looking for an experienced and dynamic candidate to join us as an Administration Manager to lead the entire administration and HR functions.

Personal Profile

- Experience in Administration / Human Resource Management in an organization in similar capacity with at least staff of over 200
- Comprehensive knowledge in labour law, industrial relations, disciplinary procedures, HR practices & general administration
- Strong communication, interpersonal and conflict resolution skills
- Candidates worked in armed forces and having HRM experience is an added advantage
- Preference will be given to candidates residing in Western Province

Key Responsibilities

- Planning demand and supply of security workforce
- Handle all aspects of recruitment, selection, onboarding & off boarding processes
- Implement strategies to boost satisfaction and retention of security workforce
- Handle all employee relation issues including inquiries, disciplinary action, grievances and conflict resolution
- Ensure compliance with labour laws and regulations
- Effective shift schedules management amid fluctuating supply demand patterns
- Handle cases involving Labour Department and Labour Tribunal
- Develop, implement and update policies and procedures for security workforce and client sites

Send us your detailed resume with contact details of two non related referees to reach us **on or before 08th March 2025** under registered post to the following address or email **wesproedb@gmail.com** Please mention the post applied for on top left corner of the envelope or in the subject line of the e-mail.

Director/Chief Executive Officer

Economic Development Bureau - Western Province

No. 151/4 Jayathilake Place, Maligawaththa, Colombo 10.