



Craft your future
at **Brandix**



Brandix, a leader in Sri Lanka's Apparel industry and adjudged 'Exporter of the Year' at the 2018/19 Presidential Export Awards, operates apparel manufacturing units in Sri Lanka, India and Bangladesh, with operations in Haiti, Cambodia and UK. The company continues its inspired journey in developing, manufacturing and marketing end-to-end apparel solutions to world-renowned brands, whilst empowering sustainable development in the communities it operates in.

Senior Executive – Talent Engagement & Development **Brandix Apparel Limited – Colombo 03**

Scope

The Senior Executive – Talent Engagement & Development (Operations) will be reporting to the Deputy General Manager - Talent Engagement & Development. The role holder will be responsible for supporting the implementation of all HR processes for the Executive and Staff cadre at the SBU. The role holder will also support HR activities across the employee life cycle (post onboarding through to offboarding).

Responsibilities

- Managing the employee life cycle and exit formalities for the SBU.
- Overseeing administration of HR Operations requirements (including insurance, provision of employee assets, employee letters).
- Ensuring compliance to statutory requirements and overseeing attendance, leave and payroll processes for the SBU.
- Assisting with the administration of employee movement and contract management.

Qualifications

- Bachelor's Degree in Human Resources
- 2 - 3 years of experience in Human Resources

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