



HUMAN RESOURCE OFFICER

Welcome to the world of cigars

United Tobacco Processing (Pvt.) Ltd. is a BOI company that was established in Katunayake, Sri Lanka in 1987. We are part of J. Cortès Cigars, a Belgian family owned Group of Companies whose global presence spans over 80 countries worldwide. On a yearly basis our fantastic team of over 2,000 people make more than 200 million cigars and more than 1.5 billion wrapper cuts, making us the biggest in our industry. We are ISO certified and have proudly been awarded to be one of the best 25 companies to work for in Sri Lanka by the internationally renowned **GREAT PLACE TO WORK** organisation.

UTP requires the services of superior caliber, dynamic, and results oriented **Human Resource Officer** possessing a high level of initiative and drive to further accelerate the growth of the organization.

The job / Responsibilities

Ideally, we are looking for a male candidate who has experience with a broad range of Human resources & development functions and to be reported directly to Human Resource & Development Manager.

- To play an active role in the development and implementation of HR strategies & policies
- Coordinate with Management, HR & Office teams to ensure the smooth running of our HR functions
- Man power planning, Selection & recruitment and performance appraisal.
- Human resource, training & development
- Coordination of Industrial relations & dealing with legal matters / procedures
- Human resource data management & managing information's
- Look after other administrative functions within the domain of HR Department

Requirements

- Ideal candidate should be in the age of between 25 – 30 years.
- Minimum Bachelor's Degree in the field of Human Resource Management or course of study equivalent to an undergrad degree.
- Very energetic and pro-active.
- Exposure to excellent people management, team building, recruitment & training and counseling skills are prerequisites to this role.
- Previous experience should include a minimum 3 years in a reputed organization in the field of Human Resource Management.
- Good knowledge in employee wages & pay roll and Labor rules & regulations
- Computer competency and experience in an integrated computerized environment [HR systems together with time-attendance & pay-roll management] within the latest office packages.
- Thorough knowledge on a variety of organizing of company internal and external social activities
- Outstanding verbal and communication skills in English and Sinhala.
- High level of organizational and report writing skills.
- Preference would be given to candidates within 12 Km to factory

Remuneration

- A suitable remuneration package will be offered commensurate with qualifications, experience, competence and other assessment factors.
- Prospects of career advancement within the company.

If you meet the above criteria, please forward your complete resume with contact details of non-related referees to reach us within 10 days of this advertisement by e-mail to: **The Chief Financial Officer, United Tobacco Processing [Pvt.] Ltd, Phase.2, Export Processing Zone, Katunayake, Sri Lanka**

E-Mail: mohaam@utpsl.com