



# Growth is a mindset. Ready to nurture yours?

Seylan Bank, one of the most progressive banks in the country, is seeking a competent and forward thinking person to fill the following vacancy. This is your opportunity to join our dynamic team and move towards your career goals.

## Human Resource Coordinator

### Job Responsibilities

- Assist with administrative tasks related to talent acquisition, such as posting vacancies, organizing interviews, managing candidate communication and ensuring a positive and engaging experience throughout the hiring process.
- Prepare comprehensive reports and presentations to support HR decision making process.
- Maintain accurate and up-to-date employee records including personal files and the HR information system.
- Coordinate and organize meetings, conferences and HR related events.
- Handle HR related inquiries from employees and provide excellent customer service.
- Ensure compliance with HR related laws, regulations and the bank's internal HR policies.

### The Person

- Minimum 03 years of experience in banking with a sound knowledge in Human Resources.
- Degree or equal full/part professional qualification in Human Resource Management from a recognized university/institution.
- A good team player with a positive attitude.
- Excellent organizational and communication skills.
- Ability to maintain confidentiality and handle sensitive information with utmost discretion.
- Ability to multitask and thrive in a fast paced environment and prioritize tasks effectively.
- Proficiency in MS Office applications and data entry skills

If you fulfill the above criteria, we invite you to email your cv along with a recently taken photograph to [careers@seylan.lk](mailto:careers@seylan.lk) within 7 days of this advertisement.