

Our client, a prestigious owner of a high-rise building in Colombo, specializes in the upkeep, operation, maintenance, and management of real estate properties. The company is seeking a talented and dynamic individual to fill the following vacancy:

HEAD OF HUMAN RESOURCES & ADMINISTRATION

Main Duties and Responsibilities:

- Develop, review, and maintain HR and administrative policies and procedures in alignment with company and regulatory requirements.
- Serve as the point of contact for HR functions, administration, and compliance with regulatory and relevant parties.
- Oversee the entire recruitment and performance management process.
- Manage the company's insurance portfolio.
- Handle all matters related to tenders, preparation of memorandums and board papers for the department, and arrange logistic support for the company.
- Oversee computerized time attendance, maintenance management systems, fixed assets, and safeguard company properties.
- Administer all shareholder issues in coordination with company secretaries.
- Manage employee grievances, conduct disciplinary procedures, and handle legal issues of the company.

Experience and Qualifications:

- Age below 55 years.
- A Bachelor's Degree or equivalent qualifications from a recognized university/institution or a professional qualification in HR with a minimum SLQF Level 5 or NVQ Level 7, along with an MBA or Master's Degree from a recognized institution.
- A minimum of 15 years of experience, including at least 7 years in a senior management capacity in HR and administration within a reputed organization.
- Strong understanding of labor legislation and its applicability to the role.
- Proficiency in optimizing and managing HR information systems (HRIS).
- Sound communication skills in both English and Sinhala.

An attractive remuneration package awaits the right candidate.

Please forward your complete resume in PDF format with contact details of two non-related referees to mslrjobs@sltnet.lk within 10 days of this advertisement, quoting MSL Reference No. 8016 in the subject line.

**MSL Management
Systems (Pvt) Ltd.**

✉ No: 08 Tickell Road, Colombo 08.
• mslrjobs@sltnet.lk