

One of the leading Group of Companies is looking for an experienced and dynamic professional to join as Director – Operations & Administration.

DIRECTOR – OPERATIONS & ADMINISTRATION

The Director – Operations & Administration is responsible for directing, coordinating, and supervising all operational and administrative functions across the designated departments, including Human Resources and Industrial Relations. The incumbent will strive to promote teamwork, collaboration, and the implementation of best practices across the Group.

Key Responsibilities:

- Be a major contributor to bringing value to stakeholders by playing a proactive role across the Group.
- Develop and execute appropriate and standard operating procedures.
- Oversee support functions of the Group, including Human Resources management of a large workforce, Facilities Management, Transportation, strengthening Standard Operating Procedures, Compliance, and Cross-Functional Coordination across the Group.
- Coordinate and collaborate with departments to achieve the resolution of pending operations and Human Resources matters.
- Work with the Senior Leadership Team to develop and monitor organizational goals, and share benchmarking and best practices across departments.
- Promote a culture of high performance, innovation, and continuous improvement.
- Attract, develop, motivate, and retain the best talent across the Group, and create opportunities for potential young leaders.
- Evolve current Human Resource practices to adopt more modern and effective methods to strengthen competitive advantage.
- Play a major role in managing a large portfolio of fixed assets, including land and buildings in prime locations.

Skills and Qualifications:

- Bachelor's degree or professional qualifications from a reputed institution.
- Minimum 10 years of experience at a senior level covering the areas mentioned above.
- Energy and drive are prerequisites to work in a results-oriented environment.
- Proactive and strategic, and a creative forward-thinker.
- Demonstrated leadership in improving operational efficiencies and service excellence with its Board of Directors.

An attractive remuneration package reflecting the level of skill and experience.

Please forward your complete resume in PDF format with contact details of two non-related referees to mslrjobs@slt.net.lk within 10 days of this advertisement quoting **MSL Reference No. 8040** in the subject column.

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

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