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At MAGA, Sri Lanka's leading construction company, join the
dynamic team driving the nation forward.



ASSISTANT GENERAL MANAGER (HR & ADMIN)

We are seeking an experienced Assistant General Manager to provide leadership and oversight to our Human Resources and Administration Departments.

Candidate Profile:

- Graduate or professional qualifications in Human Resources, Business Administration or Law
- Over 10 years of proven experience in a management role in Human Resources and/or Admin
- An enterprising, resourceful professional with a diverse array of skills and positive energy
- Exceptional interpersonal and communication skills
- Experience in people management and building positive team culture

Key Responsibilities

- Oversee the functions of HR Department including Recruitment, HR Administration, Performance Management and HRIS implementation.
- Oversee the functions of the Administration Department including General Administration, Stores, Logistics, Fleet management, Insurance, Security etc.
- Identify gaps and develop frontier HR strategies aligned with the overall business objectives
- Formulate and implement HR & administrative systems, procedures and processes
- Actively support our projects and activity centers in HR & administrative affairs
- Liaise with public and private organizations

The above position provides excellent career progression opportunities in a professional environment, along with attractive remuneration.

If you can fulfill the above requirements, please send your application with contact details of two non-related referees to hr@maga.lk or to the address below.

Please indicate the position applied for as the subject of your e-mail or on the top left corner of the envelope.

Manager Human Resources

Maga Engineering (Pvt) Ltd
200, Nawala Road, Narahenpita, Colombo 05
E-mail: hr@maga.lk | Tel: 011 280 8835