

<https://www.lankatalents.lk/job/hr-manager/>

HR Manager

Description

We are looking for an HR professional who can go beyond traditional HR administration and become a **strategic people partner to the business**—someone who can lead with confidence, build trust, develop talent, and create a culture where employees can perform and grow.

Responsibilities

- Manage **end-to-end HR operations**, including recruitment, onboarding, employee relations, performance management, and offboarding
- Develop and implement effective **HR policies, procedures, and practices**
- Lead and support **talent acquisition and workforce planning**
- Drive employee engagement, retention, and organizational culture initiatives
- Manage employee performance and support managers with performance-related matters
- Identify training and development requirements and support employee career growth
- Handle employee grievances and maintain positive employee relations
- Ensure compliance with company policies and applicable employment regulations
- Maintain accurate and confidential employee records
- Prepare and analyze HR reports and provide insights to management
- Work closely with senior management to align **people strategies with business objectives**
- Lead and mentor the HR team to achieve departmental goals

Qualifications

- Bachelor's Degree or professional qualification in **Human Resources / Business Management / related field**
- **3–5+ years of experience** in HR, preferably in a BPO, service, or fast-paced corporate environment
- Proven experience in **HR management and people management**
- Strong knowledge of end-to-end HR practices and processes
- Excellent leadership, communication, and interpersonal skills
- Strong problem-solving and decision-making abilities
- Ability to work independently and manage multiple priorities
- Sound knowledge of Sri Lankan employment practices and HR policies would be an advantage

Contacts

Send your CV to:

dehara@lankatalents.lk

WhatsApp your profile:

070 500 2122

Hiring organization

Lanka Talents Creations (Pvt) Ltd

Industry

BPO Industry

Employment Type

Full-time

Job Location

Colombo 09, Colombo 09

Valid through

21.08.2026