https://www.lankatalents.lk/job/senior-executive-hr-admin/

Senior Executive – HR & Admin

Hiring organization
Lanka Talents Creations (Pvt) Ltd

Industry
Engineering & Technology Solutions

Employment Type
Full-time

Job Location
Piliyandala, Piliyandala

Description

The **Senior Executive – HR & Admin** will be responsible for managing the organisation's day-to-day HR and administrative functions while supporting employee engagement, compliance and organisational effectiveness.

Responsibilities

- Manage recruitment, selection, onboarding & induction.
- Maintain employee records, attendance, leave & HR documentation.
- Coordinate performance appraisals, training & employee engagement.
- Handle employee relations, payroll inputs, EPF/ETF & labour law compliance.
- Oversee office administration and prepare HR & management reports.

Job Benefits

Salary – Rs. 75,000 – Rs. 100,000 gross

Qualifications

- Bachelor's Degree or Professional Qualification in HRM or a related field.
- 3–5 years of experience in HR & Administration.
- Knowledge of Sri Lankan Labour Law, EPF/ETF & HR best practices.
- Experience in recruitment, payroll, employee relations & performance management.
- Strong communication, leadership, MS Excel & analytical skills.

Contacts

Contact Number – 070 500 2122
Email – dehara@lankatalents.lk