



# REDLINE CAPITAL



Subsidiary of Nawaloka Holdings

Redline capital is a subsidiary of Nawaloka Holdings, catering to multiple sectors in the business arena over the past ten years. As a Group of Companies, RLC is committed to creating new and progressive approaches in its operations and services.

We require a dynamic and effective candidate with a pleasing personality for the following position.

## HUMAN RESOURCES EXECUTIVE / SENIOR EXECUTIVE

### Candidate Profile

- Degree/Professional qualification in Human Resources in a recognized institute.
- Minimum 2-4 years' experience in the Human Resources field.
- The ideal applicant should be around 22-35 years.
- Fluent communication skills in English and Sinhala Languages.
- Having a creative Thinking and business partnering attitudes
- A team player with positive attitude who could be able attend staff-related matters at any time.
- Maintaining a high degree of confidentiality.

### Job Responsibilities

- Assists the full spectrum of HR and Administration functions
- Maintains high level of employee relation standards within the organization
- Works closely with management and employees to improve work relationships, build morale, increase productivity and retention.
- Handles staff grievances and disciplinary issues and providing guidance efficiently and appropriately whilst adhering to HR policies and procedures.
- Directs all recruitment and onboarding procedures for new employees.
- Facilitates performance management systems for all staff levels and active coordination with HODs.
- Organizes employee engagement initiatives and company events
- Understands and adhere to all pertinent labour laws
- Compiles and updates employee records.
- Any other HR and general administrative duties/ad-hoc projects as assigned by Human Resources Manager

### Compensation

The selected candidate will be offered an attractive remuneration package including sales commission on par with industry standards. Target oriented and self-motivated high performers will be presented with career advancement and long term growth opportunities within the company. Please email your curriculum vitae with full contact details and indicating two non-related referees within 14 days of this advertisement.

Share us your CV on  
[careers@redline.lk](mailto:careers@redline.lk)

**THE MANAGER – HUMAN RESOURCES**  
**REDLINE CAPITAL**

NO. 115, LEVEL 10, SIR JAMES PEIRIS MAWATHA, COLOMBO 02.