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APR 2021 - MAR 2022
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Daraz is South Asia's leading online shopping and selling platform present in Sri Lanka, Bangladesh, Pakistan, Myanmar & Nepal. We currently operate an ecosystem of over 115,000 sellers, serving 5 million plus consumers with more than 20 million listed products. In 2018 Daraz was acquired by Alibaba Group & we are proud to carry our part of the mission to 'make it easy to do business anywhere'. We are leveraging Alibaba's global leadership in technology, online commerce, mobile payment & logistics to drive growth in our markets. Together with Alibaba, we are ready to empower entrepreneurs in the region & fulfil our promise to offer our customers the best selection of trusted products with a high level of convenience. Our Organization is characterized by smart talent with lots of energy & innovation. We have a culture which is extremely performance oriented & data driven & believe in letting the best people & ideas grow. For further growth, we seek new team members for the post of:

Junior Payroll Executive

JOB ROLE

- Handling onboarding and offboarding process of employees
- Develop, Maintain HR personal files efficiently
- Managing employee attendance records and reporting to the payroll team in a timely manner
- Assisting the team to achieve accuracy in the payroll process.
- Maintaining and updating HR databases as per deadlines given
- Feed in data and maintain HR metrics and dashboards to assist management in decision -making
- Assist the HR team in any other related work as and when required

JOB REQUIREMENTS

- Following a Diploma or undergraduate qualification in Human Resources.
- Prior experience in the same field will be an added advantage
- Excellent IT literacy skills
- Excellent communication skills in English, Sinhala & Tamil will be a benefit
- Knowledge in HR metrics and ability to analyse and give feedback to management



If you feel ready to take up the challenge, please forward your resume along with a recent photograph, cover letter and details of two non-related referees to hrops@daraz.lk with the post applied for mentioned in the subject line.

Daraz is an Equal Opportunity Employer.