

BUILD YOUR CAREER WITH CARGILLS BANK



Assistant Manager / Executive – Human Resources (Compensation & Benefits)

KEY ACCOUNTABILITIES & RESPONSIBILITIES

- Administer the payroll process and the employee benefit schemes of the Bank assuring 100% accuracy and timelines
- Manage the statutory payments / superannuation benefits etc., with 100% compliance to Labour standards
- Manage and process the employee benefit schemes such as staff loans, medicals, incentives etc.,
- Ensure accurate and precise records keeping of the payroll / staff benefits / statutory payments etc.,
- Assist in tasks related to performance evaluation, annual salary reviews and variable pay rewards
- Prepare statistical analysis on payroll / staff benefits and provide information to the required parties
- Assist in preparation of HR department budgets and analyze employee cost of the other units periodically
- Implement actions to improve systems, policies and procedures pertaining to compensation and benefits
- Maintain contacts with necessary legal entities such as Labour Office to obtain timely services
- Maintain superior relationship with the other departments and the Bank's staff

SKILL REQUIREMENTS

- Preferably a degree holder in Management / HR or equivalent professional qualification
- Possess minimum of 4 years' experience with exposure in handling similar duties, preferably in the Banking / Financial industry
- Strong numerical skills and computer literacy (Ms Office)
- Hands on experience in operating a payroll package is preferred
- Good understanding of Local Labour Standards
- Excellent communication skills
- Strong time management skills and ability to work under pressure to meet tight deadlines

Interested candidates are invited to send their CVs to career@cargillsbank.com mentioning the post applied for, in the subject line of the email on or before **05th August 2021**

Head of Human Resources
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Log in to: www.cargillsbank.com

