

Senior HR Assistant

Human Resources Department



Ideal candidates should;

- possess at least 4 years experience in Human Resources preferably in a Bank/Finance Institution, including experience in web applications/cloud computing /advanced excel
- have passed the GCE O/L with credit passes for English and Mathematics and 3 passes at GCE A/L for the main subjects (excluding General English)
- possess good analytical skills and numerical skills
- part/full qualification in IT and hands on experience in maintaining a HRIS will be a definite advantage
- be a good team player and self motivated

The selected candidate will be involved in updating and maintaining a cloud based HRIS solution and provide MIS to various stakeholders.

Candidates with minimum 2 years of relevant experience may be considered for the position of HR Assistant.

Please apply via e-mail sending an updated CV or a DFCC Bank application form which could be downloaded from our website to recruit@dfccbank.com with the post applied for in the subject by 6 July 2021.

**Canvassing in any form will result in disqualification.
Correspondence will only be with the short-listed candidates.**

**Senior Vice President (Human Resources)
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website - www.dfcc.lk**