

JOIN OUR SuperServ TEAM



SuperServ offers and manages Food Service Solutions to Multi-National Companies and Industries in Sri Lanka. At present we operate 45 units located island-wide providing over 100,000 meals per day. Our professionalism, trustworthiness and ability to maintain high quality product standards are richly complimented by the fact that a majority of our customers have retained us for more than 10 years while some have entrusted their faith in us since our inception in 1992.

ASSISTANT MANAGER - HR

We are looking for a Recruitment Specialist to undertake all hiring activities, from advertising open roles to interviewing candidates and closing hires. Recruitment Specialist responsibilities include connecting with potential candidates online and offline, screening applications and supporting hiring managers.

Key Responsibilities

- Responsible for end-to-end recruitment in the respective business units while maintaining or improving quality of hire.
- Partner with the HR Team to understand business needs and develop, gain commitment, and implement Talent Acquisition strategies.
- Review applications, evaluate qualifications, conduct pre-screen interviews to analyze candidate experience and fit, coordinate pre-employment tests as needed, and develop a short list of potential candidates.
- Track applicant flow, strategize to maintain a pipeline of qualified candidates for future consideration, collect and analyze recruitment data.
- Track hiring metrics including time-to-hire, time-to-fill, and source of hire.
- Design, distribute and measure the results of candidate experience surveys.
- Develop and maintain a network of recruiters, contacts, and candidates via proactive use of social media and vocational training institutes.
- Partner with relevant personnel to assist in building and following through employer branding activities.
- Overlook and assist the on-boarding process of each new hire recruited.
- Contribute to setting up Career Growth plans, Succession plans, Rewards and Recognition programs.

Requirements

- BSc in Human Resources Management, Business Administration, or relevant professional qualification.
- Proven experience as a Recruitment Specialist (5 years or more), Recruiter, or similar role.
- Strong interpersonal skills
- Good written and verbal communications skills
- Excellent leadership skills with the ability to manage assigned tasks with minimum supervision
- Knowledge and fluency in MS office.
- Age between 24 – 40.



An attractive remuneration package commensurate with the industry standards, along with a professional and friendly working environment, awaits the selected candidates.

**Please forward your CVs within 07 days of this advertisement
with the position applied to: upula@superserv.lk / jobs@superserv.lk**

The Human Resource Manager,
Sisila Lanka (Pvt) Ltd,
Superserv Solutions Centre , No. 51, Sudarshanaramaya Road, Makumbura, Kottawa. 0114899497

Please visit our website:
www.superserv.lk