

# Nawaloka Hospitals PLC

Tomorrow, you could be a part of the pioneering private

Hospital in Sri Lanka

## ASSISTANT MANAGER HUMAN RESOURCES

### Responsibilities

- Establish and maintain relationships with the operations team
- Maintaining management guidelines by preparing, updating and recommending resources policies and procedures
- Contributing towards the team efforts by accomplishing related results as needed
- Overall responsibility for the entire company HR functions
- Previous experience in HRIS and computer Literacy in MS office package
- Employees' salary revision and preparing monthly reports
- Developing and maintaining a Human Resources process that meets top management needs
- Supports organization staff by establishing a recruiting, testing and interviewing program, counseling managers and recommending changes
- Able to handle MBO system and Succession plan

### Requirements & Skills

- HR related Degree/MBA or any related qualification from a recognized university
- 6-8 years of related experience
- Good communication skill in English (both oral and written)
- Should be an energetic person with good PR Skills
- Excellent leadership skills
- Male Candidates- Preferably a retired Military Officer

Please send us your updated CV mentioning the position in the subject line with two non-related referees within 7 days of this advertisement to the below mentioned e-mail.

Email : [talentmgt@nawaloka.com](mailto:talentmgt@nawaloka.com)

*The suitable candidate will be provided with a competitive remuneration package par with the industry standards.*

THE DIRECTOR /GENERAL MANAGER

NAWALOKA HOSPITALS PLC

No. 23, Deshamanya H.K. Dharmadasa Mw, Colombo 2



Nawaloka Hospitals PLC is Sri Lanka's largest private hospital; with leading-edge technology and excellent medical provision to match. Nawaloka hospital has been in the field of health care for nearly three decades. It is committed to remain at the forefront of health care provision as the most sought after hospital of medical excellence.

Nawaloka provides outpatient and inpatient care in strict conformity to professional ethics. Its mission "Healing with Feeling". We have a progressive working environment and a dedicated team of over 2500 employees.

Only the best have the privilege to be a part of the team.

