

# ARE YOU THE ONE? We are looking for

## Assistant Manager (Head Office)

If you are the one, send your CV  
to [careers@sicl.lk](mailto:careers@sicl.lk)



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## Assistant Manager (Human Resources)

### Job Accountabilities

- Managing company staff, including coordinating and supporting the recruitment process.
- Managing and administering of the company payroll.
- Ensure deadlines are met with quality and accuracy in monthly payroll activities.
- Full knowledge on statutory regulations related to payroll.
- Assisting the HR team to fulfil the objectives of the HR department.
- Keep up-to-date with the latest HR trends and best practices.

### Job Qualifications

- A bachelor's degree in Human Resources Management/Business Management or equivalent from a recognized University/Institute.
- Minimum of 5 years' experience in understanding HR & payroll functions is a must.
- Demonstrable knowledge of core HR functions.
- IT literacy in MS Office packages.
- Excellent collaborative, communication & interpersonal skills.
- Good oral and written communications skills in Sinhala/English.
- Ability to work independently with minimum supervision.
- Priority will be given to applicants close to Colombo.

### Application Procedure

- If you are interested and confident that you meet the above expectations please forward your completed Curriculum Vitae to [careers@sicl.lk](mailto:careers@sicl.lk) with the post applied for as the subject line within 14 days of this advertisement.