



“Pan Asia Bank, The Truly Sri Lankan bank, with over twenty-five years of presence in the Banking Industry is on an ambitious growth trajectory. Ranked among the ‘Top 30 Corporates’ by Business Today and crowned ‘Best Green Bank Sri Lanka 2020’ by Global Banking & Finance, we are on a mission to reach the pinnacle of the banking industry.

We are looking to handpick a dynamic, results-oriented and highly motivated individual who wish to join us in this exciting journey and make a positive contribution as a valued member of our growing organization.”

## Senior Executive – Talent Acquisition (Human Resource Department)

### The Job:

- Deliver required staffing needs on time
- Work with Head hunters, employment agencies, and hire experienced/capable candidates
- Work with Colleges, Universities and Industry associations and to build a CV pipeline
- Shortlist candidates and drive the interview process
- Build a ready to hire candidate pool
- Implement new hiring strategies
- Carry out reference and background checks
- Process documentation and preparation of related reports
- Assist/Coordinate HR projects

### The Person:

- Minimum of 3-5 years work experience in Talent Acquiring
- Full or part qualification in PQHRM / Relevant Degree or any other professional qualification in Human Resource Management from a recognized institution
- Must be ready to work under pressure with positive attitudes
- Excellent oral and written communication skills
- Excellent interpersonal and negotiation skills
- Good knowledge in MS Office packages
- Should be below 30 years of age

### Remuneration

The successful candidates will be provided with an attractive remuneration package including fringe benefits, commensurate with industry-standard and will be placed in an appropriate grade based on the level of competencies and experience.

Please forward your resume within 07 days of this advertisement, stating contact details of two non-related referees, to [careers@pabcbank.com](mailto:careers@pabcbank.com) indicating the position applied for in the “Subject” line. Information forwarded by you shall be treated strictly confidential and referees shall be contacted with your consent.

Head of Human Resources,  
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