

JUNIOR EXECUTIVE – HUMAN RESOURCES DEPARTMENT

The candidate should ideally;

- have passed the GCE O/L with credit passes for English and Mathematics and 3 passes at GCE A/L main subjects (excluding General English)
- possess 6 to 8 years' of experience in Human Resource Management
- have good planning and organizing skills and the ability to meet requisite deadlines
- have a good knowledge of MS Office applications
- possess excellent interpersonal skills
- possess excellent oral and written communication skills in English

You will be responsible for,

- attending to the attrition process, organizing exit interviews and compiling MIS to share with the relevant stakeholders
- assisting in the annual department transfers
- handling contract expiries / renewals of staff employed on contract basis and external consultancy contracts
- attending to confirmations / extensions of staff on probation & acting appointments and termination of probationary staff
- issuance of warning letters to the under performing sales staff
- assisting in the issuance of uniforms to the front office staff, staff of the Premier Centre and Receptionists
- timely updation of the intranet with the DFCC advertisements

As a bank, we are an equal opportunity employer, committed to promoting an inclusive environment and diverse environment. Recruitment to the Bank is based solely on merit and competency for the job role irrespective of other characteristics that make our employees unique.

Any form of canvassing is discouraged. Correspondence will only be with the short-listed candidates

Apply via DFCC Job portal by filling the online application form and submit the same on or before 19 September 2022.

Senior Vice President (Human Resources)

DFCC Bank PLC, 73/5 Galle Road, Colombo 03

website – www.dfcc.lk