



Pan Asia Bank, The Truly Sri Lankan Bank, with over twenty-seven years of experience in the Banking Industry, is on an ambitious growth trajectory. The Truly Sri Lankan Bank was recognized at the National Business Excellence Awards organized by the National Chamber of Commerce of Sri Lanka with two prestigious awards: the Runner-up Award for the Banking Sector and the Merit Award for Corporate Governance. These awards are a testament to strong financial/business fundamentals and how well the bank has laid a framework to mitigate any risks. In addition, Pan Asia Bank was also awarded 'Best Employee ESG Program of the Year 2022' by Global Banking & Finance Awards UK. It was also honored by LMD as one of the top 15 'Most Awarded Entities' in Sri Lanka, while being among LMD's 'Most Respected Entities' and Business Today magazine's Top 40 Business Entities in Sri Lanka.

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

JUNIOR EXECUTIVE – TALENT ACQUISITION

Human Resource Department

The Job:

- Assist in delivering the required staffing needs efficiently
- Work with Head-hunters, and employment agencies, and hire experienced and potential candidates
- Work with Colleges, Universities and Industry associations to build a CV pipeline
- Drive the interview process in coordination with panels
- Assist in building a ready-to-hire candidate pool and implement new hiring strategies
- Carry out reference and background checks
- Process documentation and preparation of related reports
- Assist and coordinate job fairs, recruitment events, and any other HR events

The Person:

- Minimum of 3-4 years of work experience in Talent Acquisition in the Banking/Finance industry
- Full or part qualification in PQHRM /Degree in HR or any other professional qualification in Human Resource Management from a recognized institution
- Must be ready to work under pressure while maintaining a positive attitude
- Excellent oral and written communication skills combined with negotiation skills are a must
- Good knowledge of MS Office packages

Remuneration:

The successful candidates will be provided with an attractive remuneration package including fringe benefits, commensurate with industry standards 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 the contact details of two non-related referees, to 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.