

## Executive - Human Resources

Sri Lanka Cricket is looking for an experienced Executive Human Resource candidate to expand its Human Resources Division based at its head office in Colombo. Applicants are invited for the following vacancies from suitable male and female candidates below the age of 30 years.

### **Job Responsibilities:**

- Ensure accuracy of information on HRIS while admitting to data cleansing as and when required
- Attendance and leave management
- Maintain employee relations handling IR matters, employee grievances and disciplinary matters, measuring employee satisfaction and identifying areas that require improvement
- Assist policy and procedures implementation of new HR policies
- Assist in providing guidance on development agenda by identifying areas that need attention and improvement
- Assist in Training and Development

### **Requisites:**

- 3-5 years' experience in a similar capacity
- Broad understanding of the industry operations and labor related processes
- Any other related Qualifications
- Age below 30

An attractive and negotiable remuneration package with other benefits await the right candidate.

All applications should be forwarded to **[vacancies@srilankacricket.lk](mailto:vacancies@srilankacricket.lk)** along with the names of two non-related referees within 7 days of this advertisement.

*\*Please mention the post applied for on the subject line of the email*