

HR Executive | Pannala

At our company, we believe that every small idea has the potential to **spark** something **extraordinary**. We foster an environment where creativity, passion, and innovation come together to fuel growth. When you join us, your unique **spark** isn't just encouraged - it's celebrated! Together, we create a workplace where every contribution, big or small, **transforms** into something remarkable.

The Role

We are seeking a motivated and detail-oriented **HR Executive** to join our growing team. You will play a key role in supporting all aspects of the employee lifecycle, from recruitment and onboarding to performance management and employee engagement.

Key Responsibilities

- Oversee day-to-day HR operations including recruitment, onboarding, employee relations, and payroll.
- Manage employee performance management and development programs.
- Assist with the development and implementation of employee engagement initiatives and retention programs.
- Develop and implement HR policies and procedures aligned with company objectives and legal requirements.
- Support Learning and Development (L&D) activities by coordinating, administering, and following up on training programs.
- Perform essential HR administrative tasks, ensuring accuracy and efficiency.
- Maintain comprehensive employee records and databases.
- Perform other duties assigned by management related to the overall business operations, ensuring alignment with HR practices and company policies.

Requirements

- Bachelor's degree in Human Resource Management (HRM) or a related field.
- Professional qualification in HRM (CIPM preferred) is a plus.
- Minimum of 3 years of HR experience, preferably in the Manufacturing/Production industry.
- Excellent communication, interpersonal, and organizational skills.
- Strong computer literacy with proficiency in MS Office suite, Microsoft 365 applications, and experience with HRIS systems (a plus).
- Proactive, positive, and innovative mindset with the ability to multitask, prioritize, and manage time effectively.
- Independent self-starter with a strong desire to learn and exceed expectations.

If interested, please send your resume, and cover letter to careers@phoenix.lk

