



WE ARE HIRING

Vogue Jewellers, the premier jewellery company in Sri Lanka is looking for a dynamic person to be employed as;

HR Executive – Recruitment & Talent Acquisition

Job Responsibilities

- Manage the current HR system including attendance management, and ensure all required functions are available to the employee and the smooth running of the system.
- Provide administrative assistance such as filing paperwork, preparing off-boarding files, maintaining personal files, create and distributing flyers and newsletters, as assigned.
- Ensure proper employee database management in a methodical manner to facilitate effective and accurate retrieval of data as and when necessary.
- Take and complete employees' various service requests relating to service confirmations, salary confirmations etc.
- Assist in planning and execution of various employee welfare initiatives and provide ongoing support and follow up annual welfare project timelines. Initiate and coordinate staff uniforms and related activities.
- Fill ABH forms of newly on-boarding employees and register them with the labour department.
- Coordinate and complete insurance claims from staff on both hospitalization and OPD and maintain records relating to insurance claims.
- Perform additional duties that commensurate with the current role, as and when requested by the management.

Requirements

- Possess a minimum of two years' work experience with a bachelor's degree in Human Resources Management/Business Management or a Professional Qualification.
- Proven track record in handling HR systems and services.
- Ability to work quickly and under pressure to meet deadlines.
- Excellent computer literacy with knowledge of MS Office Packages.
- Strong organizational skills.
- Energetic and pleasant personality.

Rewards and remuneration commensurate with qualifications, competencies and abilities, with a well-defined career path for those with ambition, motivation and a willingness to perform.

If you meet the required criteria and confident in facing challenges, please e-mail your CV to candidates@voguejewellers.com including a recent photograph and contact details of two non-related referees.

Head of Human Resources
No.528, Galle Road, Colombo 03, Sri Lanka.
Tel : 011 2 414 414

The company will correspond only with shortlisted candidates.