



JUNIOR EXECUTIVE

Human Resources Department

About The Bank:

Armed with a proud history of over 30 years, Pan Asia Bank is on an exciting growth journey, evidenced by an array of recognitions, including being honored as one of the Top 40 business entities in the country by Business Today, the most awarded entities by LMD, Best Green Bank in Sri Lanka by Global Banking & Finance, Best Bank for ESG by International Business Magazine, the Best CSR Bank by Brands & Business Magazine, to name a few.

Job Profile:

- Act as a main liaison between HR and the employee during the entire off-boarding process of the bank
- Coordinate and execute the employee exit process in line with company policy, legal, and compliance requirements
- Conduct exit formalities, clearance procedures, and related documentation and maintain accurate records
- Assist in the implementation and monitoring of the performance management and promotion process
- Prepare and update performance-related reports and dashboards as required
- Support manpower planning by preparing, maintaining, and updating the organisation's staff cadre reports and sharing with relevant teams on time
- Assist in the staff transfer process, including communications, system updates, record-keeping and JD collection
- Carry out any other tasks assigned by management from time to time

Candidate Criteria:

- Part qualification in Human Resource Management from a recognized institution
- Minimum 1–2 years of experience in a Human Resources Department in a reputed organization. Exposure in a banking or financial services context is advantageous
- Ability to handle sensitive HR data with accuracy and confidentiality
- Strong oral and written communication, follow-up, and negotiation skills
- Good knowledge of MS Office packages; exposure to HRIS systems is a plus
- Strong attention to detail, coordination, teamwork, and interpersonal skills

Remuneration:

The successful candidates will be provided with an attractive remuneration package including fringe benefits, commensurate with industry standards.

How to Apply:

Take the next step in your HR career and be part of a team that values growth, collaboration, and excellence. If you're ready to make an impact, apply today and join us in shaping the future of HR. We encourage individuals who are interested to apply for this position to submit their resumes through our career portal before the specified deadline.

APPLY NOW

Assistant General Manager – Human Resources,
Pan Asia Banking Corporation PLC, No. 450, Galle Road, Colombo 03

