



With over 15 hotels and resorts under the brands Heritance, Adaaran, Turyaa and Aitken Spence Hotels & Resorts – Aitken Spence Hotels has presence in Sri Lanka, the Maldives, Oman, and India. We require a dynamic, result oriented, and highly motivated individual to be a part of the Spensonian family.

Executive – Human Resources

The ideal candidate should possess a full/part qualification in Human Resources/Business Management from a recognized institute. A minimum of 3 years' experience in the Human Resources field is essential to perform this role. Prior exposure to the hospitality industry would be an advantage. Interpersonal, communication, planning, organizing, and team building skills are key attributes and competencies sought.

Main duties and responsibilities include:

- Supporting the recruitment cycle to ensure top talent joins the organization
- Assisting the on-boarding and off-boarding processes
- Attending to Human Resources Information System (HRIS) matters
- Assisting in ensuring employment facilities are provided in a timely manner
- Supporting HR administration tasks

Apply via Topjobs or email your curriculum vitae to careers@aitkenspence.lk together with the names of three non-related referees. Indicate the position applied for, the company name, and the **job code 21695R1024** on the subject line of the email when sending your CV. Only short-listed candidates will be notified.