

Assistant - Employee Relations

Sri Lanka

JOB DESCRIPTION

Assistant - Employee Relations

(BASED AT AVISSAWELLA)

MAS KREEDA, is a division of MAS Holdings, exclusively producing high-performance sportswear for Nike. With manufacturing facilities in Jordan, Indonesia, and Sri Lanka, MAS KREEDA delivers a competitive edge by offering quick market access and ensuring top-tier quality control. The division's product range includes Bodywear, Knit, Fleece, Tees, Woven, Sweaters, Engineered Knit, and Bras, showcasing its diverse expertise in sportswear manufacturing.

Empower transformation by becoming a driving force of change at MAS. We are on the lookout for a dedicated individual to support the implementation of employee relations (ER) initiatives and ensure a harmonious work environment by assisting with grievance handling, communication facilitation, disciplinary processes, and employee engagement activities, in line with MAS Holdings' values and compliance standards.

KEY RESPONSIBILITIES

- Support in collecting and documenting employee grievances, concerns, and complaints.
- Assist in conducting initial fact-finding or investigation steps.
- Assist in issuing warning letters, show-cause notices, and scheduling disciplinary inquiries as per company policy.
- Help organize and execute employee engagement programs, welfare activities, and awareness campaigns.
- Support the ER team in maintaining compliance records related to labor regulations, internal policies, and audits.
- Perform regular floor visits to monitor employee morale and identify potential issues early.
- Act as a point of contact for employee queries related to rules, benefits, and expectations.

KNOWLEDGE AND SKILLS

- Diploma or Certificate in HRM / Industrial Relations / Business Management
- 1-2 years of experience in an HR or employee relations-related function (internship or work experience preferred)
- Fluency in Sinhala and basic English is essential
- Strong communication and interpersonal skills
- Basic knowledge of labor laws and HR policies
- Basic proficiency in MS Office and HR systems

APPLY NOW

JOB INFO

Job Identification	14387
Job Category	Human Resources
Posting Date	05/19/2025, 09:50 AM
Apply Before	05/27/2025, 09:50 AM
Job Schedule	Full time
Locations	 A3, Avissawella, Western, LK