



Growth is a mindset. Ready to nurture yours?

Seylan Bank, one of the most progressive banks in the country, is seeking a competent and forward thinking person to fill the following vacancy. This is your opportunity to join our dynamic team and move towards your career goals.

Human Resources Business Partner – HR Services

Job Responsibilities

- Responsible for effective maintenance of staff insurance scheme and coordinate with the service provider to ensure all staff insurance related concerns are addressed.
- Maintain timely and accurately updated insurance records, facilitating the smooth coordination with insurer for the reimbursement of claims and the prompt resolution of any pending matters.
- Responsible for staff insurance renewal process, including issuing RFPs (Request for proposals), liaising with insurance companies / brokers and providing assistance in the selection process.
- Preparation of employment confirmation letters for staff members upon their request, ensuring accuracy and adherence to requirements.
- Responsible for leave incentive and honorarium payments excluding those related to examinations, course fees and membership fees.

The Person

- Minimum 5 years of experience in Human Resources preferably in a bank or a financial institution.
- Full or part professional qualification in Human Resource Management or equal qualification from a recognised university or a reputed professional body.
- Strong interpersonal skills and customer service orientation.
- Strong understanding of insurance processes and compliance requirements.
- Exceptional communication and interpersonal skills.
- A good team player with a positive attitude.
- Ability to work under pressure & long hours.
- Knowledge on labour laws and regulations.

If you fulfil the above criteria, we invite you to email your cv along with a recent photograph to careers@seylan.lk within 7 days of this advertisement.

Only the shortlisted candidate will be contacted by Seylan HR.