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## Senior Executive - Talent Acquisition

Keells, as a leading retailer is striving to deliver its core purpose to 'improve the quality of life for the nation'. We know that to deliver on our core purpose, we have to grow and develop Sri Lanka's best retail team. If you want to come on this journey with us, to deliver retail excellence, then we can really support your ambitions and future growth.

### Job Responsibilities

- Plan and execute recruitment campaigns across assigned outlet groups.
- Develop end-to-end campaign schedules, including venues, logistics, promotions, and interview panel coordination.
- Conduct pre-campaign discussions with Centre Managers, CHRMs, and HRPs to identify high-vacancy outlets and role requirements.
- Prepare and manage all campaign materials such as banners, flyers, application forms, and assessment tools.
- Coordinate venue bookings, transportation, and interview facilities for recruitment campaigns.
- Manage on-ground campaign operations to ensure a smooth interview process and positive candidate experience.
- Oversee candidate registration, documentation, preliminary screening, and interview coordination.
- Implement cost-effective sourcing initiatives, including referrals, rehires, and social media drives.
- Maintain an active and organized candidate database by role, region, and availability.
- Manage and optimize sourcing channels, including social media, job portals, recruitment agents, referrals, and walk-ins.
- Collaborate with Centre TA, Onboarding, and Marketing teams to support targeted recruitment initiatives.
- Monitor MSR reports to prioritize high-vacancy outlets and plan focused or mini recruitment campaigns.
- Ensure consistent communication with CHRMs, HRPs and support teams while submitting regular progress updates and KPI reports to management.

### Person Specifications

- Bachelor's degree in Human Resources Management, Business Administration, Management, Psychology, or a related field.
- Professional HR certification (CIPM, CHRP, or equivalent) is preferred.
- Diploma in Recruitment, Selection or Talent Acquisition.
- Training in Project Management or Event Management will be an added advantage.
- 1–2 years of experience in recruitment, talent acquisition, or HR operations.
- Exposure to campaign-based or high-volume hiring is preferred.
- Experience in the retail, FMCG, or hospitality sectors will be an added advantage.
- Demonstrated ability to manage multiple priorities and meet tight deadlines.

Interested candidates are encouraged to apply on HIVE before the 26/01/2026.

Jaykay Marketing Services (Private) Limi

20 Jan 2026



\*By applying, you consent to process your personal information for recruitment purposes and acknowledge that reference checks may be conducted.

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