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## Cluster HR Manager

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

- Design, develop and validate policies and frameworks to support talent development, engagement, performance management and career and succession planning etc. together with governance.
- Coordination for promotions, transfers, and new hires in collaboration with the center HR team, territory managers and collection center managers.
- Coordination to arrange required training facilities and monitor the training programs to ensure that objectives are met.
- Be proactive to bridge the gap between business operational needs and HR related expectations.
- Maintain awareness of the culture, plans, financial position, and competition of the business under the HR purview.
- Do regular visits to collection centers to monitor and facilitate HR supervision.
- Ensure regulatory compliance with legal requirements pertinent to the day to day management of employees and collaborate with the Human Resources department when necessary.
- Drive employee engagement activities and recognition programs to build morale, improve workplace relationships and boost productivity and retention.
- Mediate and resolve employee relations issues; conduct thorough and objective investigations when necessary.
- Ontime submission of management information for decision making.
- Ensure the health and safety standards of the workplace are upheld by identifying risks in advance.
- Assist payroll division to enable payroll processes on time.

### Person Specifications

- Should possess a Bachelor's Degree in business management, HR or a similar qualification.
- Previous experience in human resources, professional development and training or employee relations will be an added advantage.
- Knowledge of best practices related to human resources.
- Willingness to travel island wide to visit collection centers.
- Should possess excellent communication and interpersonal skills.

Interested candidates are encouraged to apply on HIVE before the 29/01/2026.

Jaykay Marketing Services (Private) Limi

21 Feb 2026



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

