

WE ARE HIRING!

U. W. Sumathipala & Sons is a well-known conglomerate in Sri Lanka with an extensive portfolio of diversified businesses. Our subsidiaries are professionally managed, high-performing, socially responsible, and deliver superior value to the markets that they serve. U.W. Sumathipala & Sons has several other strategic investments and alliances in several key sectors of the Sri Lankan economy.

We are looking for a responsible, methodical, and experienced professional to join our team as an Inquiry Officer, responsible for handling disciplinary investigations and internal inquiries across all Strategic Business Units (SBUs)



INQUIRY OFFICER

DUTIES AND RESPONSIBILITIES

- Conduct internal inquiries across all SBUs in line with company policies and disciplinary procedures.
- Gather evidence, prepare reports, and present findings to the management of respective SBUs.
- Coordinate with HR and departmental heads during investigation processes.
- Ensure legal and procedural compliance during all inquiries.
- Maintain accurate and confidential records of all inquiry proceedings.
- Prepare charge sheets and other documentation for disciplinary actions as required.
- Assist in maintaining consistency and fairness in disciplinary handling across business units.

THE IDEAL CANDIDATE SHOULD POSSESS

- Retired Police personnel are encouraged to apply.
- Minimum 2-3 years of experience in conducting internal inquiries or handling disciplinary matters.
- Strong knowledge of local labor laws and disciplinary procedures.
- Experience in dealing with diverse operational environments such as retail, gaming, and corporate settings will be an added advantage.
- Strong report writing, investigative, and communication skills.
- Legal, HR, or law enforcement background preferred.

WHAT WE OFFER

- An attractive & competitive remuneration package with fringe benefits.
- Exposure to diverse industries and corporate functions.
- A supportive and collaborative working environment.
- Opportunity for professional development and career development.



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SUBMIT YOUR CV
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