



# DESHAKTIVE LANKA AGENCIES (PVT) LTD

We are a well-established and growing Foreign & Local Recruitment Agency seeking a dynamic and experienced Candidates to lead and oversee recruitment operations. The ideal candidates will be responsible for managing branch activities, driving business growth, ensuring compliance with international recruitment standards, and maintaining strong relationships with clients and partners. Strong leadership skills, industry knowledge, and the ability to achieve targets are essential for these roles.

## Manager /Assistant Manager

Locations: Anuradhapura/ Kurunagalle /Matara /Col 03

Employment Type: Full-Time

### Key Responsibilities

- Manage and supervise overall operations of the foreign & Local recruitment agency.
- Assistant Managers will support Managers in daily operations, recruitment coordination, client management, and team supervision.
- Coordinate with overseas employers and international recruitment partners.
- Handle end-to-end recruitment processes including sourcing, screening, and placement of candidates.
- Ensure compliance with government regulations, licensing requirements, and labor laws related to foreign employment.
- Maintain strong relationships with clients, agents, and overseas companies.
- Oversee documentation, visa processing coordination, and deployment procedures.
- Monitor recruitment targets and achieve business growth objectives.
- Prepare operational and performance reports for management.
- Lead and supervise office staff to ensure smooth daily operations.

### Requirements

- Strong knowledge of foreign employment regulations and documentation procedures.
- Excellent communication and negotiation skills.
- Ability to manage overseas client relationships.
- Strong leadership and team management skills.
- Good computer literacy (MS Office, email, reporting systems).
- Fluency in English (additional languages will be an advantage).

### Preferred Qualifications

- Minimum [3–5] years' experience in foreign/overseas recruitment operations
- Diploma or Degree in Business Administration, Management, HR, or related field is an added advantage.
- Experience dealing with Middle East / European / Asian recruitment markets
- Must reside in or around the mentioned branch location.
- **We Offer:**
- Attractive salary package (negotiable based on experience).
- Performance-based incentives.
- Professional growth opportunities.

## GENERAL MANAGER

Location : Col 03

### Key Responsibilities

- Overall management and supervision of all branch operations
- Provide proper guidance and leadership to branch managers and staff
- Handle and maintain strong relationships with local and foreign agents
- Conduct and participate in Zoom / online meetings with foreign principals
- Liaise and coordinate with SLBFE Officers and ensure full regulatory compliance
- Monitor performance, recruitment targets, and operational efficiency across branches

### Requirements

- Proven experience in handling local and foreign agents
- Strong leadership, decision-making, and people management skills
- Excellent communication, coordination, and negotiation abilities
- Ability to work independently and manage multiple branches

### Language Proficiency

- Fluency in Sinhala, English, and Tamil is mandatory
- Arabic language proficiency will be a special added advantage

### Preferred Qualifications

- Minimum 5 - 10 years of experience in the manpower / foreign employment sector
- Bachelor's Degree in HR / Management or other well-recognized, relevant qualification is an added advantage.
- Professional qualifications related to manpower or foreign employment will be an added advantage

### What We Offer

- Attractive remuneration package based on experience and qualifications
- Professional working environment
- Long-term career growth and leadership opportunities

Interested candidates are invited to send their CV  
with contact details to:  
[hr.pandatraining@gmail.com](mailto:hr.pandatraining@gmail.com) or Contact /  
WhatsApp 0742027354