

Proud Heritage. Committed Responsibility. A track record of Distinction.

The Distilleries Company of Sri Lanka PLC draws from over a century of excellence, driven by passion and committed to perfection. Since emerging as a publicly traded company, DCSL has become synonymous with delighting customers and rewarding stakeholders, while contributing substantially to economic progress.

Today, DCSL is dedicated to working with only the best and brightest, which has led to impressive results in the marketplace. As we continue to grow, we're on the lookout for exceptional individuals who can mirror our passion and match our determination. So that together we may accomplish even greater feats.



DISTILLERIES COMPANY OF SRI LANKA PLC
Head of Human Resources,
Distilleries Company of Sri Lanka PLC,
No. 110, Norris Canal Road, Colombo 10.
e-mail : careers.dcsl@melsta.com
Job Portal Link : <https://dcsljjobportal.peopleshr.com/>

We are seeking a motivated and detail-oriented individual to join our team as an Executive – Human Resources & Administration in Kandy. This role will involve overseeing various HR activities and providing comprehensive administrative support for the overall efficiency of regional operations

EXECUTIVE - HUMAN RESOURCES & ADMINISTRATION (KANDY)

Key Responsibilities:

- Manage the entire recruitment, onboarding, off boarding and employee relations processes.
- Assist in performance appraisals, coordinate employee training & development programs, and support career growth initiatives.
- Manage employees' time and attendance.
- Ensure compliance with statutory and company regulations and policies.
- Oversee all personnel and other office administrative functions of the region.

Qualifications & Experience:

- Diploma in Human Resources Management or an equivalent qualification from a recognized institute.
- Minimum 04 years of experience in Administration or Human Resources field.
- Proficiency to work in a computerized environment.

Skills Required:

- Exceptional organizational and time management skills with the ability to work independently and under pressure.
- Strong attention to detail and accuracy in handling sensitive and confidential information.
- Excellent interpersonal and communication skills.
- Knowledge in office administrative work.
- Ability to interact effectively with employees at all levels.

Preference will be given to applicants residing in close proximity to Kandy.

Interested candidates should submit their updated resume through job portal, indicating names, contact details, and the occupation of two non related referees who are holding or have held responsible positions in a reputed establishment or in their respective profession.

All applications received will be treated with the highest confidentiality.