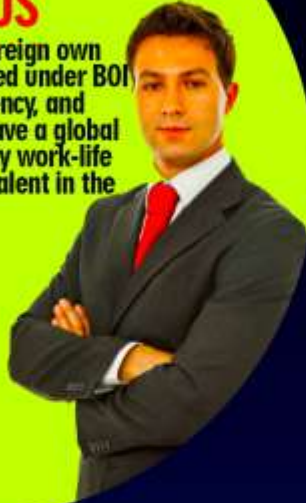


## ABOUT US

KTS is a BPO company 100% Foreign own company in Sri Lanka established under BOI committed to innovation, efficiency, and employee empowerment. We have a global footprint and prioritize a healthy work-life balance. We are searching for talent in the Pearl of the Indian Ocean.



## REQUIREMENTS

### Recruitment and Onboarding

- Manage end-to-end recruitment processes, including job postings, screening resumes, conducting interviews, and making job offers.
- Develop and implement effective onboarding programs for new employees.

### Employee relations

- Foster positive employee relations by addressing queries, concerns, and grievances promptly.
- Implement and enforce HR policies and procedures.

### Performance management

- Oversee performance appraisal processes and provide guidance to managers and employees. Develop and implement employee development and training programs.

### HR Administration

- Maintain accurate and up-to-date employee records.
- Handle employee benefits administration and coordinate payroll activities.

### Administrative duties

- Supervise general office administration, including facilities management, vendor relations, and office supplies.
- Ensure compliance with legal requirements and regulations.

# WE ARE LOOKING FOR HR EXECUTIVE

(MALES ONLY)

Position Overview: We are looking for an experienced Senior HR executive who will play a key role in managing the human resources and administrative functions of our organization. The successful candidate will be responsible for overseeing recruitment, employee relations, performance management, and general administration activities to ensure a positive and productive work environment.

## QUALIFICATIONS

- Professional Qualification in HUMAN RESOURCES/ BACHELOR'S DEGREE in HUMAN RESOURCES.
- 4-5 YEARS of proven experience in HR and administration roles.
- Solid understanding of HR principles, practices, and employment legislation
- Fluent in English
- Added advantages who can speak Hindi, Tamil

## SKILLS AND COMPETENCIES

- Strong interpersonal and communication skills.
- Excellent problem-solving and decision-making abilities.
- Ability to handle confidential information with discretion.
- Proficient in HRIS and MS OFFICE SUITE.

APPLY WITHIN 10 DAYS (E-MAIL)

[jobs@knowtechso.com](mailto:jobs@knowtechso.com)

### Human Resource Consultant

KNOW TECH SOLUTIONS (PVT) LTD, Level 2, Alnitak Building, Orion City, 752/5, Dr. Danister De Silva Mawatha, Colombo 09.



+94 70 160 4466



[www.knowtechso.com](http://www.knowtechso.com)

