

ENTER THE REWARDING WORLD OF INSURANCE!

We, People's Insurance PLC is a fast growing business entity in the insurance sector, achieving benchmark industry standards with high profitability and serving a premier portfolio of customers. In order to strengthen the growth and stability, the Company is in search of a purpose-driven dynamic person who could further build upon the hard-earned reputation of reliability, trust and unparalleled service by passionately working towards meeting the objectives of respective department functions.

Staff Assistant Grade II –Human Resources Head Office

Responsibilities

- Follow up on the processes related to employee life cycle moments in relation to arranging respective access/systems, finger transfers, confirmations, re-designations, department transfers and exit clearance. To liaise with Head of Departments and IT Departments of People's Insurance/ People's leasing & Finance.
- Update resignation details, arranging exit interviews, work out leave balances, careful check on signatures and documents adhering to exit interview process, system deactivation, and issuance of service letters with relevant approvals.
- Handle matters relating to employee transfers and promotions supported by documentations and previous records in consultation with Superior.
- Preparation of letters relating to Employee life cycle (probation evaluation letters, service letters, and designation confirmations).
- HRIS update in order to maintain accuracy of employee information and preparation of daily/ monthly, quarterly reports for Management review.
- Handling and Maintaining personal files and the personal files scanning process.
- Issuance of Company IDs to new recruits/ existing employees on designation upgrades or changes or damages.
- Handle staff engagement activities focused on expected outcomes by the company.
- Generation of reports of National Sales/ Finance on sales recruitments/staff movements/ resignation / for monthly payroll / risk dashboard/ internal and internal audit requirements etc.
- Compliance with employee needs in parallel to company requirements.
- Any other specific duties and responsibilities entrusted by the management / superiors.

Applicants should possess the following

- Professional Qualification in Human Resources from a recognized Professional Institute.
- GCE A/L and GCE O/L with credit passes for Mathematics and English.
- Preferable experience in payroll using hSenid, which will be an added advantage.
- MS Office platform usage skills & Computer literacy. Specially hSenid modules.
- Good analytical and problem-solving skills.
- Ability to be flexible and adapt to any given situation under minimal supervision.
- Good interpersonal skills and be a team player.

An attractive remuneration package together with the opportunity for further advancement in a team-driven business scenario awaits the selected candidate.

If the above position interests you and if you feel that you have it in you to meet these expectations, please forward a complete resume with contact details of two non-related referees within 10 days of this advertisement to the following address.

Only those who possess the above qualifications should apply.

Email : careerspeoplesinsurance@plc.lk

(Please specify the designation that you wish to apply as the subject of the e-mail)

A member of People's group

