Human Resources
Enabling Areas | Senior Executive (Generalist)

What impact will you make?

Every day, your work will make an impact that matters, while you thrive in a dynamic culture of inclusion, collaboration and high performance. As the undisputed leader in professional services, Deloitte is where you will find unrivalled opportunities to succeed and realise your full potential.

Work you will do

As part of a dynamic HR team, you will be responsible for managing Organizational Development interventions, and working closely with the business,

You will:

- Be responsible for the full recruitment life cycle for a dedicated line of service, including, but not limited to, sourcing, screening, interviewing, checking references, and onboarding qualified candidates based on business needs and requests.
- Identify passive and active candidates by leveraging a variety of recruitment resources, such as job boards, social media, resume databases, job fairs and referrals
- Communicate and coordinates for recruitment advertising and updating cadre requirements
- Manage and deliver the day-to-day operations of assigned HR duties and tasks, including probation monitoring, contract extensions.
- Assist in the performance management processes
- Maintain, updates, and files employment records
- Advise and administer the subsidies related to professional studies and qualifications
- Handles employee queries and acts as the primary contact for employees seeking support on HR processes, policies
- Work collaboratively with the Firm leadership team and HR team to generate accurate data on various dashboards / reports
- Assist functions and HR leadership in resolving employee relation issues, conducting effective investigations, and recommending action for sensitive and complex situations
- Administer e-leave management system and other leave matters related to resignation, interns, professional study
- Prepare headcount and movement reports
- Assist in special projects as and when needed
Eligibility

- A degree in Human Resource Management/ Business Management from a recognised university or an equivalent professional qualification in HR
- Minimum of four years of working experience in human resource management
- Have an understanding of the overall business’s strategy and HR practices
- Be result oriented and focus on solutions to resolve complex situations
- Proficient with Microsoft Office Suite (advanced knowledge of Excel). Experience in using SAP HR system is an added advantage
- Demonstrate a high level of integrity, commitment, team player, interpersonal skills, and ability to maintain strict confidentiality
- Strong command over the English language (both written and spoken)
- Team player, with the ability to take initiative and multi-task, docile and can work under challenging deadlines

Location- Colombo 2