

John Keells Properties



Assistant Manager – Human Resources

Victoria Golf & Country Resort is home to an award winning 73 Par, 6933 yard Championship 18 Hole Golf Course designed by Donald Steele & Co and maintained to U.S.P.G.A. standards. The course is ranked among “The 100 Most Beautiful Courses in the World” and consistently awarded “The Best Golf Course in the Subcontinent”. Victoria Golf and Country Resort is owned by Rajawella Holdings Limited which is a subsidiary of the John Keells Group.

We invite applications from suitably qualified individuals for the post of Assistant Manager - Human Resources. The selected candidate will be based at the Resort.

Reporting directly to the General Manager, the selected candidate will be responsible for taking on a leadership role in the HR function with active involvement in following areas:

- Identification and recruitment of candidates with the relevant competencies to enhance the business competitive advantage
- HR Administration, other related statutory requirements and assisting in processing the staff payroll
- Facilitating the performance management process of the non-executive staff and ensuring the completion of the process in line with the service level agreements
- Handling all employee disciplinary matters and providing input on disciplinary issues while ensuring the process compliance as per local legislature and company policies & procedures
- Identifying training and development needs of the employees and assisting in devising plans to ensure the identified competency gaps are addressed
- Providing timely and accurate information to the Management on HR related areas
- Conceptualizing and executing Employee Engagement activities as per the event calendar
- Reviewing of HR processes in a timely manner to ensure continuous improvement in efficiency
- Maintaining a friendly and participative work environment for all employees

The ideal candidate should:

- Possess a minimum of 2 years work experience in a similar job role together with a bachelor's degree in Human Resources Management/Business Management or a Professional Qualification
- Be able to simultaneously manage multiple tasks and projects
- Be passionate about building a workforce that represents the diversity and be able to build healthy relationships across all levels of the organization
- Be a team player with a positive attitude and be able to work independently with minimum supervision

Interested applicants may email their resume to imasha.jkp@keells.com on or before the 19th of November 2021, mentioning the position applied for in the subject line of the e-mail.



John Keells Group – More than just a workplace

The John Keells Group is an equal opportunity employer and we invite applications from all suitably qualified individuals to join our team

