

We are looking for a Human Resources Executive

OctopusBI is an Australian based Education Data Analytics company, consisting of a passionate group of talented professionals who are working in our local office situated in Colombo, Sri Lanka. Currently, we are looking for a “Human Resources Executive” to join our team in Sri Lanka.

The ideal candidate should be proactive, highly organized, have exceptional communication skills, and a passion for agile and getting the job done with a level of excellence

If you are up for the challenge, please send us your CV.

Responsibilities

- Create and implement technology-based recruiting strategies, while liaising with department heads.
- Assess training needs and coordinate learning and development initiatives for all employees.
- Maintain and improve performance review procedures (e.g. quarterly/annual and 360° evaluations).
- Conduct recruitment campaigns to fulfill the forecasted resource requirements.
- Research and analyze new hire data and information, and maintains recruitment related systems and databases including development of any associated reports.
- Prepare monthly analytical reports and recommend procedures.
- Be an ambassador for the company culture.
- Conduct employee engagement and branding activities.
- Maintain personnel related data.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, applies this knowledge to communicate changes with Leadership.

Requirement

- A minimum of 4 years’ experience in Technology and/or Software Engineering companies is highly desirable.
- Strong partnership with Leadership on critical hiring initiatives.
- Proven track record in sourcing and filling high level Technology based roles.
- Creativity in defining, implementing, and executing best-in-class service delivery models to support KPI’s and high growth hiring needs.
- Experience utilizing passive sourcing techniques to engage passive candidates via LinkedIn, and other networking/recruiting platforms.
- Detail oriented, flexible and creative with strong problem solving and analytical skills.
- Working knowledge of HR practices and procedures.
- Knowledge of local labor laws.
- Knowledge and understanding of compensation policies and practices.
- Knowledge of HRIS systems.
- Interviewing and negotiation skills.
- Must have a strong work ethic and be a team player.
- Experience working in a fast-paced environment, responding quickly, delivering results under pressure, and maintaining confidentiality.
- Ability to take initiatives and implement them to strengthen existing practices.

OctopusBI empowers business with invaluable insights from data to transform future outcomes and positively impact learners’ academic and personal success.

Join us by sharing your CV to info@ayra.com.au