

WE ARE

# HIRING HRIS Specialist

## JOIN OUR TEAM

The Sri Lanka Institute of Information Technology (SLIIT) is a pioneer in the higher education sector of Sri Lanka and offers undergraduate and postgraduate degrees in a wide range of disciplines ([www.sliit.lk](http://www.sliit.lk)). It is committed to provide the best student experience through a dedicated group of academic and non-academic staff. The main campus located in Malabe has excellent academic and recreational facilities.

If you are a team player with a flair for interacting with people and are excited about taking on challenges, then this is the opportunity for you.

The ideal candidate should possess a degree in HR/ IT from a recognized university or an equivalent qualification at the NVQ Level 7 in a relevant field. At least 3 years of relevant experience after obtaining the educational qualification is essential to perform this role. Excellent communication & interpersonal skills, planning & organizing skills and attention to detail are key competencies required.

### Main duties and responsibilities include:

- Attending to day-to-day activities of the HRIS.
- Maintaining data integrity in systems by regularly analyzing data.
- Creating and maintaining user accounts in the HRIS and recording and processing employee information.
- Handling inquiries related to HRIS and troubleshooting
- Designing user-friendly processes, guidelines, and documentation and update as required.
- Overseeing all system upgrades and system additions in collaboration with the IT department.
- Generating reports as and when required by the Management.
- Assisting in other HR related work as required.

SLIIT offers a competitive salary and other benefits commensurate with qualifications and experience.

Please send your resume via email to [careers@sliit.lk](mailto:careers@sliit.lk) indicating the post applied for on the subject line of the email, to reach us within 7 days of this advertisement.



**SLIIT UNI**

THE KNOWLEDGE UNIVERSITY