

# WE ARE HIRING

## Assistant Manager

Human Resource & Talent Acquisition

Full-time

Xyicon is a SaaS company in Sri Lanka with its roots in the US. Our product SpaceRunner is one of a kind and is used by clients from different industries, including healthcare, aerospace, retail, and logistics for various business requirements. We are currently expanding our operations in Sri Lanka and are on the lookout for talented and committed individuals to join our team. If you enjoy a challenge and love to flex your creative muscle to solve problems, we want to hear from you.



### Key Roles and Responsibilities

- Develop and implement HR policies and practices aligned with the overall organization strategy.
- Manage and implement the recruitment process and pipeline, scheduling interviews and follow-ups, collating feedback, and communicating outcomes to candidates.
- Liaise with relevant departments and ensure the smooth execution of the employee onboarding process.
- Prepare employment contracts, handle documentation required by government authorities and administrate HR-related activities.
- Support current and future business needs by developing, engaging, motivating, and preserving human capital.
- Bridge management and employee relations when needed by addressing demands, grievances, or other issues.
- Oversee and manage the performance appraisal system to drive high performance.
- Assess training and development needs to monitor and improve training programs.
- Nurture a positive working environment.
- Report to management and provide decision support through HR metrics.
- Ensure legal compliance throughout the whole Human Resource Management process.

### Qualifications, Skills, and Experience

- Bachelor's Degree / Professional Qualification in Human Resources Management
- Minimum of Five-years work experience in Recruitment / Human Resources in the IT Industry
- Well experienced in the use of the Sourcing Methodology, exposure to high volume recruitment in the domestic IT sector is a must
- Should be capable of handling end to end recruitment
- Must be comfortable conducting phone interviews for initial screening purposes
- Excellent communication and negotiation skills
- Excellent analytical skills and attention to detail
- Excellent command of the English language
- Self-motivated and willing to learn new skills and technologies.
- Ability to work with offshore stakeholders in the US, Europe, and Asia
- Excellent project management and time management skills

Application Procedure: To apply, email your CV to [hr@xyicon.com](mailto:hr@xyicon.com).

**Xyicon**