

WE ARE HIRING

Assistant Manager Human Resource & Talent Acquisition

Colombo -LK | Full-time

We are Xyicon, a SaaS company based in the US catering to the B2B market. 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 and looking for a Human Resource and Talent Acquisition specialist to help us manage our HR and recruitment needs by sourcing, identifying, screening, and hiring the correct individuals for various roles in our company. If you enjoy a challenge and love to flex your creative muscle, we want to hear from you.



Key Roles and Responsibilities

Talent Acquisition

- Create and implement an overall hiring strategy for the organization to ensure our teams consist of a diverse set of qualified individuals who have the agility and ability to grow beyond their roles.
- Ensure the staffing needs of the company are being met, with a long-term talent strategy in mind.
- Create job descriptions, interview questions, and selection criteria that reflect the requirements for each position by liaising with managers and other staff members.
- Devise and implement talent sourcing strategies to build pipelines of potential applicants using both online and offline channels to meet current and future business needs.
- Recommend employer branding activities to attract the right candidates.
- Create and implement an end-to-end candidate hiring process to ensure a positive experience. Maintain relationships with past candidates for future opportunities.
- Form close relationships with managers and executives to forecast staffing needs. Set clear candidate and interviewer expectations.

Human Resource Management

- Create and implement HR policies and best practices in alignment with the overall organization strategy and culture.
- Ensure legal compliance throughout the whole Human Resource Management process.
- Handle all HR-related documentation from employee contracts to other regulatory documentation.
- Nurture a positive, open, collaborative, and learning culture among all staff members.
- Liaise with relevant departments to establish and execute a smooth employee onboarding and offboarding process.
- Conduct skills gap analyses and schedule employee training programs
- Understand the company's organizational structure, each position's responsibilities, and devise succession plans for future hiring needs.
- Oversee and manage the performance appraisal system to identify skills gaps and training needs for employees to take on more responsibilities or work towards career progression.
- Train managers on motivation techniques and performance evaluation methods to better engage employees.
- Implement regular feedback sessions to recognize employees' achievements and bridge management and employee relations concerning demands, grievances, and other issues.
- Report to management and provide decision support through HR metrics

Qualifications, Skills, and Experience

- Bachelor's Degree or Professional Qualification in Human Resources Management
- Minimum of five years of work experience in Recruitment and Human Resources in the IT Industry.
- Well experienced in using the Sourcing Methodology, exposure to high volume recruitment in the domestic IT sector is a must.
- Experience with full-cycle recruiting, using various interview techniques and evaluation methods.
- Excellent communication and interpersonal skills, and a command of the English language.
- Excellent analytical skills and attention to detail.
- Outstanding organizational and time management skills.
- Self-motivated and willing to learn new skills and technologies.
- Ability to work with offshore stakeholders in the US, Europe, and Asia.

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