

Join the Best for a Journey of Excellence

If you are looking for a career that will help you stand tall, join People's Leasing & Finance PLC (PLC) and Fulfill or Unleash Your Potential to Change Your World. PLC is a public quoted company with enduring vision on being a vibrant award winning financial service provider and a superior player in the last 29 years of non – banking financial service landscape. PLC is spreading its wings across the island wide 112 branch network.

Whether you want a career that could take you to the top or to be a game changer or simply take you in an exciting new direction, PLC provides opportunities, support and reward that would you push you towards greater heights. Today, People's Leasing & Finance PLC is also a formidable group of 6 subsidiary companies comprising of People's Insurance PLC, People's Leasing Fleet Management Limited, People's Leasing Property Development Limited, People's Micro Commerce Limited and People's Leasing Havelock Properties Ltd and Alliance Finance and Bangladesh. We are also driven by a performance culture with an unmatched level of quality and integrity by ethical business practices. Hence our brand reputation is held in high esteem. Also, our credentials have been endorsed by Fitch Ratings A (Ika) Outlook stable.

HRIS Coordinator

Role Profile

The HRIS Coordinator is responsible for the effective administration, maintenance, and optimization of the Human Resource Information System (HRIS). The role supports HR operations by ensuring data accuracy, system integrity, timely reporting, and user support while aligning HR systems with organizational needs and compliance requirements.

Key Responsibilities

- Administrate and maintain the HRIS, ensuring accurate and up-to-date employee data.
- Coordinate system updates, upgrades, and user access controls.
- Generate regular HR reports for management and statutory requirements.
- Support HR processes such as recruitment, onboarding, payroll coordination, performance management, and employee records management through the HRIS.
- Ensure data confidentiality, compliance with company policies, and relevant labour regulations.
- Act as the primary liaison between HR, IT, and HRIS system vendor.
- Provide user training and first-level system support to HR and line managers.
- Identify opportunities to improve HR processes through system enhancements and automation.
- Monitor HRIS data quality by conducting regular audits, validations, and reconciliations.
- Maintain system documentation, user manuals, and standard operating procedures (SOPs).
- Manage system configurations related to organizational structure, job codes, grades, and reporting lines.
- Assist in HR analytics by preparing dashboards, trend analysis, and workforce metrics.
- Coordinate HRIS testing during system enhancements, policy changes, or process updates.
- Track system issues, escalate technical problems, and follow up on resolutions with IT or vendors.
- Ensure compliance with data protection regulations and internal information security standards.
- Participate in HR digital transformation and automation initiatives.

Candidate Profile

- Bachelor's degree in Human Resources, Information Systems, Business Administration, or a related field.
- Minimum 4-5 years of experience in HR operations or HRIS administration.
- Strong knowledge of HR processes and HR data management.
- Proficiency in HRIS platforms and advanced MS Excel skills.
- High attention to detail with strong analytical and problem-solving abilities.
- Excellent communication and coordination skills.
- Ability to handle confidential information with integrity and professionalism.

"Successful Candidate will be provided with an attractive remuneration package and fringe benefits commensurate with benchmarked institutions."

Any form of canvassing will be regarded as a disqualification

Applicants are invited to submit comprehensive curriculum vitae with names of two non – related referees, copies of relevant certificates along with a passport size photograph to the address given below on or before **23rd January 2026**.

Application should be sent to:

Head of HR,
People's Leasing & Finance PLC,
No.1161, Maradana Road, Colombo 08.
Web: www.plc.lk | E –mail – careers@plc.lk
We will correspond only with applicants shorts listed for interview.

