

EXECUTIVE – CREDIT CARE

JOB ROLE

- Contact customers for overdue payments and secure payments.
- Be responsible for recovering outstanding amounts within the given timelines.
- Handle customer inquiries / correspondence and follow up on payments.
- Periodically review accounts to determine appropriate credit action.
- Responsible for liaising with debtors and carrying out required negotiations to ensure timely settlements.
- Enhance customer relations and maintain a high standard of service during customer interactions.
- Meet the assigned monthly collection targets.

REQUIREMENTS

- Candidate should hold a degree or diploma in Management / Finance or in a relevant field.
- Minimum 1 to 2 years experience in credit control or customer care functions will be considered an added advantage.
- Be service oriented, organized and attuned to problem solving.
- Excellent written and verbal communication skills in English and Sinhala.
- Be highly organized, proactive with a positive attitude and be able to maintain confidentiality.
- Should be a team player and capable of multitasking.

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SENIOR MANAGER- HR DIGITAL TRANSFORMATION & COMPENSATION MANAGEMENT

JOB ROLE

- Design, implement and review compensation structures, salary bands and benefit programs in alignment with market competitiveness and organizational goals.
- Manage and monitor the organizational monthly payroll disbursement on deadline.
- Ensure compliance with labour laws, tax regulations, and internal policies and procedures related to employee compensation and benefits.
- Manage annual compensation reviews based on performance and pay structures.
- Conduct salary surveys benchmarking studies to maintain competitive positioning.
- Design and execute a comprehensive HR digital transformation plan by ensuring alignment with operational and strategic priorities.
- Workforce analysis and structural optimization to improve agility and cost efficiency.
- Create analytical dashboards to provide instant access to workforce metrics.
- Deliver data driven recommendations to guide HR strategies and decision making.
- Simplify HR processes and automate where necessary to maximize efficiency.
- Deploy the HR solution benefit module to manage all employee benefits digitally.

REQUIREMENTS

- Bachelor's degree in Human Resources Management, Business Administration, or related field.
- Master's Degree in HR / IT / General Management or any other specialized discipline is required.
- 8+ years of HR experience, with at least 5 years in Compensation & Benefits and exposure to HR Systems / AI / Digital Transformation.
- Strong knowledge of HR technology platforms (HRIS, LMS, AI-driven HR tools).
- Proven track record in leading Compensation & Benefits frameworks and implementing HR digitalization initiatives.
- Team player with good attitude and exceptional communication & interpersonal skills.

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ASSISTANT MANAGER – DIGITAL MEDIA

JOB ROLE

- Develop and adapt original content, including text, images, and videos, for various digital platforms.
- Oversee the timely publishing of digital content on various digital platforms.
- Regularly audit digital assets to ensure information is current and accurate.
- Track campaign performance using analytics tools and provide insights and recommendations to improve engagement, reach, and effectiveness.
- Develop and maintain digital content calendars in alignment with campaign timelines, product launches, and communication priorities.
- Liaise with brand, product, and creative teams as well as external agencies to assign tasks and ensure timely delivery of content assets.

REQUIREMENTS

- Candidate should possess a degree in Marketing/Business Management or CIM/SLIM qualification from a recognized university or institute.
- Minimum 3+ years of work experience in similar capacity / industry / field of similar exposure.
- Familiar with tools such as Meta Business Suite, Hootsuite, and Creator Studio for scheduling and monitoring posts.
- Experience using Google Analytics, Meta Insights, and platform-specific analytics for content performance tracking.
- Advanced knowledge of Adobe Creative Suite, including Photoshop, Illustrator, and Premiere, for content design and video editing.
- Excellent written and verbal communication skills in English and Sinhala.

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SOFTWARE QUALITY ASSURANCE ENGINEER

JOB ROLE

- Review specifications and technical design documentation.
- Perform functional, API, performance, and automation testing to ensure the quality and integrity of the system while adhering to strict deadlines.
- Work collaboratively with cross functional and agile project teams to ensure quality is embedded in the development process.
- Plan, design, and develop test cases and automation scripts while investigating and troubleshooting software issues.
- Work closely with all stakeholders in software development to provide solutions and maintain a well-documented, version-controlled log of test cases and results.
- Act as a key resource in the testing process, providing training and support to team members as appropriate.
- Ensure comprehensive test coverage and executing all tests providing regular feedback to the QA Lead.

REQUIREMENTS

- Candidate should possess a bachelor's degree in Information Systems /Computer Science / Information Technology or an equivalent qualification from a recognized university or institute.
- Minimum 3+ years of experience in Software Quality Assurance for complex enterprise applications.
- The candidate should possess moderate proficiency in Java for test automation and a solid understanding of test automation concepts.
- Experience in writing, executing, and monitoring automated test suites using tools such as Selenium, Cucumber, TestNG, SoapUI, Postman, and JMeter would be advantageous.
- Good understanding of the SDLC and automated QA processes in Agile development environments.
- Responsible for effectively communicating and resolving software defects.
- Strong analytical and Problem-solving skills.

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