



### Individual / Group Assessment

Program	DHRM
Subject	HUMAN RESOURCE MANAGEMENT
Title of assignment	Job Analysis of Hirdaramani Group
Name of Student/s	Golden Humen
Registration Number	DHRM / 2022-2023
Date of submission	26 <sup>th</sup> Feb 2022
Deadline	27 <sup>th</sup> Feb 2023
Word Count	2841 Words
Supervisory lecture	H.A .Yoshitha Krishan Hettiarachchi

### For lecturer's use only

Marks Allocated	
Marks Scored	
Remarks	

**Submission Date 25<sup>th</sup> November**

**2022 Group Formation Sheet**

Group No : \_\_\_\_\_

Purposed Group Leaders Name : N.W. Senuka Laktharu

Subject leader Name : Tharushi Rashmini

Group Leaders Mobile Number : +94 71 349 7250

Group Leader Email : Senukananayakkara9@gmail.com

Name Of the Student	Index Number	Registration Number	Signature
1) G.K. Theekshani Senuri	214	H0249	
2) H.A. Sandunee Hansika	267	H016	
3) G. Maheesha Nethminee	501	H0250	
4) R. Piyumi Nimesha	571	H0484	
5) Kavija Sithmini	486	H0280	
6) Ganguli Chathurangani	472	H0252	
7) W.P. Sithumi Nissarani	615	H0530	
8) E.A Wandanee Navodya	268	H0253	
9) Oshini Sathsarani	548	H0446	
10) Thashmila Maduwanthi	526	H0354	
11) M.A. Maleesha Deshani	221	H024	
12) Gayani Upendra	583	H0503	
13) Ayeshani Dinojika	48	H023	
14) Tenuri Pimasha	487	H0281	
15) U.J. Shashini Navodani	584	H0504	
16) Nethmi Wasana	320	H0278	

17) A.G. Iroshi Thashmila	530	H0449	
18) E.D. Wathsala Gayani	47	H022	
19) Imashi Uththara	529	H0450	
20) Gihanya Kulavindi	485	H0279	
21) Nethmi Dulasha	200	H0120	
22) M.G. Tharushi Rashmini	549	H0444	
23) K. K. Ishara Kumara Perera	194	H055	
24) Chanidu Samanpriya	372	H0363	
25) Maleesha Sadakalum	560	H0471	
26) H.L. Nadun Isuru	473	H0234	
27) Lasiri Thathsara	476	H0236	
28) A.L. Levhan	474	H0232	
29) Vishva Shachintha	279	H0228	
30) Shanith Malindu	299		
31) Senuka Laksharu	379	H0367	
32) Pasidu Nimeshana	350	H0387	
33) Tharidu Sadaruwan	351		
34) T.M. Ashan Malinga	461	H0366	
35) L. Jananjaya Aberathne	547	H0445	
36) Yasith Nirmal			
37) Yohan Aloka	193	H0545	
38) Dhanushka Indunil	604	H0505	
39) Suraja Nethmira Silva			
40) Kavisha Lakshan			

### **Dedication**

I dedicate this with great respect to the teacher of Human Resource Management who gave instructions to our team to carry out this assignment, to the students and parents of our team who helped us in every way to complete this from start to finish, and to everyone including those who work at Siyochem Institute.

## **Summary**

HRM is the utilization of a firm's human resources to achieve organizational objectives

The goal is making workers more satisfied and productive when an organization is concerned about people, its total philosophy, culture and orientation reflect it

Any large or mid-size business will have a human resource management department. When there is a need for employing more staff, HRM will source suitable applicants.

If the business needs to downsize, HRM will also oversee the redundancy process for the existing staff. HRM also manages vacation time, illness problems, bereavement leave, and other day-to-day staff issues.

In the matter of a legal dispute with a staff member, HRM will take over the case. They will deal with all aspects of the dispute and find in favor of one of the parties involved. Where staff are in breach of their employment contract, HRM will intervene and handle a termination, if necessary.

HRM ensures smooth operations for the staffing of a business. This allows management to focus on the running of the business and avoids the distraction of, for example, internal rows involving employees.

In a smaller business, HRM may be the responsibility of the line manager. The work may take away focus from their daily job, and, in time, a business may need to employ an HRM officer or train an existing member of staff to take on the role.

## **Contents**

	Pg. No.
1. Job Analysis	6
2. Job Description	7
3. About the organization	8
<b>Job Analysis of Hirdaramani Group</b>	
4. HR Manager Job Description	9
5. Executive Administrative Assistant job description	10
6. Accounting Assistant Job Description	12
7. Finance Officer Job Description	13
8. Marketing Intern Job Description	14
9. General Manager Job Description	15
10. Information Systems Manager Job Description	16
11. Business Analyst job description	17
12. Assistant Manager job description	18
13. Corporate Trainer job description	19

## **Job Analysis**

**Job Analysis** is a systematic exploration, study and recording the responsibilities, duties, skills, accountabilities, work environment and ability requirements of a **specific job**. It also involves determining the relative importance of the duties, responsibilities and physical and emotional skills for a given job. All these factors identify what a job demands and what an employee must possess to perform a job productively.

The process of job analysis involves in-depth investigation in order to control the output, i.e., get the job performed successfully. The process helps in finding out what a particular department requires and what a prospective worker needs to deliver.



## **Job Description**

A job description is a document that clearly states essential job requirements, job duties, job responsibilities, and skills required to perform a specific role. A detailed job description will cover how success is measured in the role so it can be used in performance evaluations.

Job descriptions are also known as job specifications, job profiles, JDs, and position descriptions (job PD).

Our job description directory contains job description examples covering most roles. We have examples of job descriptions you can quickly download and modify to suit your unique business requirements. You'll find a job description for most common jobs.

### **Specific Purpose of Job Description**

Specific purpose job description includes detailed information about job responsibilities of an employee. It also covers sub tasks, essential functions and detailed job duties. It involves huge amount of details such as what an employee needs to do, how it is to be done and what are the performance standards, etc.

### **Advantages**

The main benefit of specific purpose job description is that it offers ample information to evaluate job performance and determine training needs of employees. It serves as a basis for all other HR processes including recruitment and selection, performance appraisal, compensation decision and many more.

### **Disadvantages**

Though it assists managers in decision making process but it has its own limitations. If data collected is extremely basic, it will serve only the general purpose and therefore, cannot be used for making management decisions. On the other hand, detailed data serves the specific purpose and can be easily used while making important decisions.





**HIRDARAMANI INTERNATIONAL EXPORTS PVT LTD**

World Trade,

Colombo 1, Sri Lanka.

In Sri Lanka, Hirdaramani boasts 20 garment factories delivering over 5 million garments per month supported by vertically integrated state of the art washing, printing & embroidery facilities

Hirdaramani's world-class product development center, staffed by experienced and talented designers, completes the group's offering as a one-stop-shop for the apparel industry.

Backed by this comprehensive infrastructure and an experienced team Hirdaramani also delivers a complete product range of knit and woven, casual and intimate garments in men's, women's and children's wear.

Through the continuous innovation of products and the constant maintenance of stringent quality standards that the company is renowned for, Hirdaramani is the preferred choice for leading international brands such as Marks & Spencer, Tesco, True Religion, Levi's, Ralph Lauren and Tommy Hilfiger.

### **The Organization's Mission**

*"We're committed to doing the right thing today, for a better tomorrow. Every day, we make a heartfelt promise to respect our precious planet, and inspire our people to live a healthy and fulfilling life."*

## Job Analysis of Hirdaramani Group

### ✓ Job Descriptions in Hirdaramani Mercury Apparels (Pvt) Ltd, Free Trade Zone Road, Avissawella

#### • HR Manager Job Description


An HR manager is responsible for planning, coordinating, and evaluating the various services, policies, and programs of an organization's HR department.

#### Requirements and skills

- G.C.E. A/L
- Certificate course in HRM or equivalent will be an added advantage
- Minimum 2 years' experience in similar capacity
- Communication skills & computer literacy

#### Responsibilities

- Manage and lead a collaborative recruiting team that can scale to the dynamic demands of a growing company
- Define consistent data-driven hiring metrics and goals
- Act as a key business partner to members of the company to improve the recruiting process

 Very High Confidence

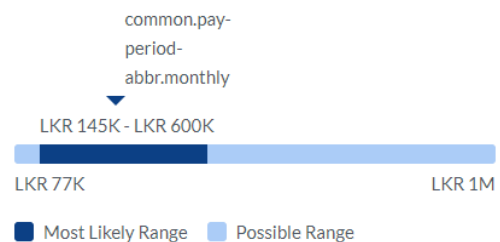
**LKR 350,000** /month

Total Pay

**LKR 150,000** /month + **LKR 200,000** /month

Base Pay

Additional Pay



- **Executive Administrative Assistant job description**

An Executive Administrative Assistant is a professional who provides a high level of support for executives in the workplace, including taking calls and scheduling meetings. They may also work in an overseeing capacity for lower-ranked staff members of their department or company-wide operations

**Requirements and skills**

- Proven experience as an Executive Administrative Assistant, Senior Executive Assistant or in other secretarial position
- Full comprehension of office management systems and procedures
- Excellent knowledge of MS Office
- Proficiency in English
- Exemplary planning and time management skills
- Up-to-date with advancements in office gadgets and applications
- Ability to multitask and prioritize daily workload
- High level verbal and written communications skills
- Discretion and confidentiality
- High School degree; additional qualification as personal assistant would be considered an advantage
- Frequently asked questions

### What does an Executive Administrative Assistant do?

The Executive Administrative Assistant spends their workdays answering phones and taking messages, welcoming all visitors to the office, while scheduling time for appearances outside of corporate walls and other events that require attention. They manage mail, fax communications, and organize documents appropriately so they can be located quickly when needed. They perform basic bookkeeping/clerical duties, such as making sure financial records are up-to-date.

### What are the duties and responsibilities of an Executive Administrative Assistant?

The Executive Administrative Assistant is responsible for maintaining an executive's schedule, calendars, and documents. They help prepare expense reports and create memos or invoices to be sent out as needed by the company executives they serve.

### What makes a good Executive Administrative Assistant?

A successful Executive Administrative Assistant has the ability to think on their feet and make decisions quickly and efficiently with little supervision. They're resourceful people who love taking the initiative.



- **Accounting Assistant Job Description**

An accounting assistant is a professional in charge of maintaining budgets and records. They also prepare invoices on behalf of clients or employers. People in this role will help with day-to-day tasks directly related to their field, which means that precision

Accounting Assistant responsibilities include:

- Reconciling invoices and identifying discrepancies
- Creating and updating expense reports
- Processing reimbursement forms

### Requirements and skills

- Work experience as an Accounting Assistant or Accounting Clerk
- Knowledge of basic bookkeeping procedures
- Familiarity with finance regulations
- Good math skills and the ability to spot numerical errors
- Hands-on experience with MS Excel and accounting software (e.g. QuickBooks)

### Responsibilities

- Reconcile invoices and identify discrepancies
- Create and update expense reports
- Process reimbursement forms
- Prepare bank deposits
- Enter financial transactions into internal databases
- Check spreadsheets for accuracy

**LKR 67,863** / mo

 Very High Confidence

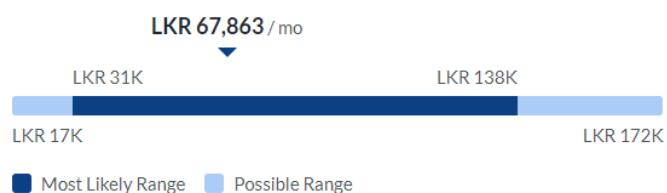
Total Pay

**LKR 30,000** / mo

Base Pay

**LKR 37,863** / mo

Additional Pay



- **Finance Officer Job Description**

Finance Officer responsibilities include:

- Keeping accurate records for all daily transactions
- Preparing balance sheets
- Processing invoices

**Requirements and skills :**

- Proven work experience as a Finance Officer or similar role
- Solid knowledge of financial and accounting procedures
- Experience using financial software
- Advanced MS Excel skills
- Knowledge of financial regulations
- Excellent analytical and numerical skills
- Sharp time management skills

**Responsibilities :**

- Keep accurate records for all daily transactions
- Prepare balance sheets
- Process invoices
- Record accounts payable and accounts receivable
- Update internal systems with financial data
- Prepare monthly, quarterly and annual financial reports
- Reconcile bank statements

**\$59,029** /yr

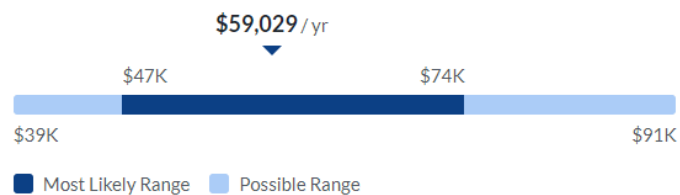
Total Pay

**\$55,219** /yr

Base Pay

**\$3,810** /yr

Additional Pay



- **Marketing Intern Job Description**

Marketing Intern responsibilities include:

- Collecting quantitative and qualitative data from marketing campaigns
- Performing market analysis and research on competition
- Supporting the marketing team in daily administrative tasks

**requirements and skills :**

- Strong desire to learn along with professional drive
- Solid understanding of different marketing techniques
- Excellent verbal and written communication skills
- Excellent knowledge of MS Office
- Familiarity with marketing computer software and online applications (e.g. CRM tools, Online analytics and Google AdWords)
- Passion for the marketing industry and its best practices
- Current enrollment in a related BS or Master's degree

**Responsibilities :**

- Collect quantitative and qualitative data from marketing campaigns
- Perform market analysis and research on competition
- Support the marketing team in daily administrative tasks
- Assist in marketing and advertising promotional activities (e.g. social media, direct mail and web)
- Prepare promotional presentations
- Help distribute marketing materials
- Manage and update company database and customer relationship management systems (CRM)

**\$56,168** /yr

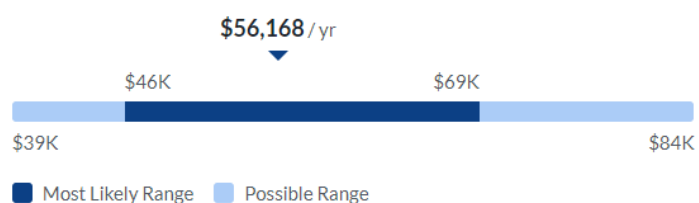
Total Pay

**\$42,779** /yr

Base Pay

**\$13,389** /yr

Additional Pay



- **General Manager Job Description**

General Manager responsibilities include:

- Design strategy and set goals for growth
- Control budgets and optimize expenses
- Ensure employees are motivated and productive

**Requirements and skills :**

- Proven experience as a General Manager or similar executive role
- Experience in planning and budgeting
- Knowledge of business process and functions (finance, HR, procurement, operations etc.)
- Strong analytical ability
- Excellent communication skills
- Requirements and skills
- Proven experience as a General Manager or similar executive role
- Experience in planning and budgeting
- Knowledge of business process and functions (finance, HR, procurement, operations etc.)
- Strong analytical ability

**Responsibilities :**

- Oversee day-to-day operations
- Design strategy and set goals for growth
- Maintain budgets and optimize expenses
- Set policies and processes
- Ensure employees work productively and develop professionally
- Oversee recruitment and training of new employees

**\$103,200** / yr

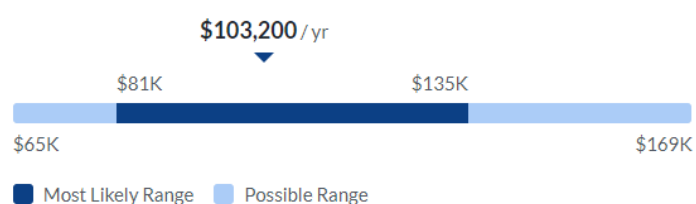
Total Pay

**\$64,577** / yr

Base Pay

**\$38,622** / yr

Additional Pay



Confident



- **Information Systems Manager Job Description**

**Information Systems Manager Job Responsibilities :**

- Manages hardware and software installations and upgrades.
- Maintains information systems by planning, monitoring, and coordinating employees.
- Develops private intranet and public internet sites.
- Creates reports, programs, BAMs, and BPMs as well as add-on applications to perform small features on ERP-system.
- Offers coaching, leadership, and training to manage staff performance.
- Maintains staff by recruiting, selecting, and training employees.
- Assesses information systems results by auditing their application and results.
- Participates in planning and designing technologies to meet the growing needs of the business.

**Information Systems Manager Qualifications and Skills :**

- Strong organizational and office technology skills
- Advanced background with ERP systems
- Ability to work with mathematical concepts
- Comfortable managing and leading a team
- Proficient in IT systems terminology
- Advanced experience in data encryption

**Education and Experience Requirements :**

- Bachelor's degree in computer science or related field
- [Number] years of experience in server development
- CCA or Cisco certifications

**\$124,648** /yr

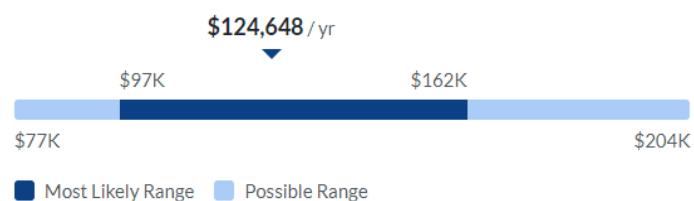
Total Pay

**\$105,326** /yr

Base Pay

**\$19,322** /yr

Additional Pay



- **Business Analyst job description**

**Business Analyst responsibilities include :**

- Defining configuration specifications and business analysis requirements
- Performing quality assurance
- Defining reporting and alerting requirements

**Requirements and skills :**

- Previous experience in Business / Systems Analysis or Quality Assurance
- A degree in IT / Computer Science
- Proven experience in eliciting requirements and testing
- Experience in analysing data to draw business-relevant conclusions and in data visualization techniques and tools
- Solid experience in writing SQL queries
- Basic knowledge in generating process documentation
- Strong written and verbal communication skills including technical writing skills

**Responsibilities :**

- Define configuration specifications and business analysis requirements
- Perform quality assurance
- Define reporting and alerting requirements
- Own and develop relationship with partners, working with them to optimize and enhance our integration
- Help design, document and maintain system processes
- Report on common sources of technical issues or questions and make recommendations to product team

**\$82,009** /yr

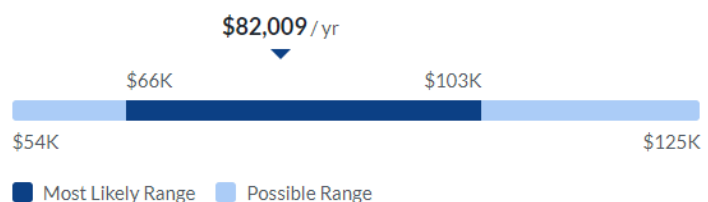
Total Pay

**\$76,341** /yr

Base Pay

**\$5,668** /yr

Additional Pay



- **Assistant Manager job description**

Assistant Manager responsibilities include:

- Assisting the manager in organizing, planning and implementing strategy
- Coordinating retail store operations
- Ensuring store schedules and objectives are met by employees

**Requirements and skills :**

- Proven experience as a Retail Assistant Manager or similar position
- Experience with recruiting and performance evaluation processes
- Familiarity with financial and customer service principles
- Good math skills with the ability to create and analyze reports, spreadsheets and sales statistics
- BSc/BA in Business Administration or relevant field; MSc/MA is a plus

**Responsibilities :**

- Assist the Retail Store Manager in planning and implementing strategies to attract customers
- Coordinate daily customer service operations (e.g. sales processes, orders and payments)
- Track the progress of weekly, monthly, quarterly and annual objectives
- Monitor and maintain store inventory
- Evaluate employee performance and identify hiring and training needs
- Supervise and motivate staff to perform their best

**\$47,738** /yr

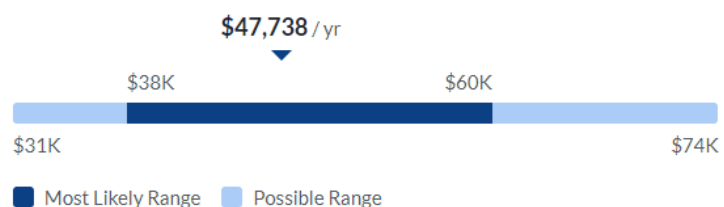
Total Pay

**\$38,185** /yr

Base Pay

**\$9,554** /yr

Additional Pay



Confident

- **Corporate Trainer job description**

Corporate Trainer responsibilities include:

- Liaising with managers to determine training needs and schedule training sessions
- Designing effective training programs
- Selecting and booking venues

**Requirements and skills :**

- Proven experience as corporate trainer
- Understanding of effective teaching methodologies and tools
- Willingness to keep abreast of new techniques in corporate teaching
- Proficient in MS Office (esp. PowerPoint); e-learning software is an asset
- BSc/BA in business, HR, finance or relevant field
- Certification (e.g. CPLP) is a plus

**Responsibilities :**

- Liaise with managers to determine training needs and schedule training sessions
- Design effective training programs
- Select and book venues
- Conduct seminars, workshops, individual training sessions etc.
- Prepare educational material such as module summaries, videos etc.
- Support and mentor new employees
- Keep attendance and other records

**\$53,873** /yr

Total Pay

**\$50,043** /yr

Base Pay

**\$3,830** /yr

Additional Pay

 Confident

