



APPOINTMENTS

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

Flexible work arrangements promote productivity

While balancing work and family has received a lot of attention over the years, the truth is there's more smoke than fire. People work longer hours in downsized and super competitive work environments that pressure people to make family a second priority.

Many workers feel they must choose between work and family. Either they must conform to get promotions or sidestep their career for the family—a tough and bitter pill to swallow.

No wonder thousands of good people

leave good jobs to take lower level, lower paying, more accommodating jobs elsewhere. This dilemma has fueled the dramatic rise of home-based and female-owned businesses in the U.S.

By creating a Flexible Work Arrangement

(FWA), companies can keep good employees and not force them to sacrifice family life. An FWA will help them benefit personally and professionally and the result will be people who are more loyal, committed and productive.

FWA's allow more options to employees who do not want or need a standard work schedule. A properly prepared FWA allows greater flexibility in balancing roles of work and home.

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Your opinion is valuable,
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Project/Area Manager

We are a project management company looking for a first class professional to oversee construction projects in the Galle area.

Essential Skills:
Fluent written and Spoken English,
Report Writing, Computer Literate,
Experience in a similar role.
<http://www.koomb.com/jobs>

**Marketing Executives (male/female)
Management Trainees (Marketing)**

Opportunity to have a Fantastic Income and a Great Career!

- Fixed Salary + Allowance Rs: 13,000/-
- Commission & Incentives
- Overseas Travel
- Office Manager Positions within 6 months - 1 year.

**Full Training Provided!
Experience is not Essential**

Interviews Mon - Friday - 10 am to 4 pm

Call for Immediate Appointment
Mr. Aruna - 072-4845771
Job-Line: 5015296

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Call for Immediate Appointment
For Males - 077 34 34 805
For Females - 071 34 95 774

**VACANCY
STOREKEEPER**

THE IDEAL APPLICANT SHOULD HAVE BASIC COMPUTER EXPERIENCE AND POSSESS GCE 'A' LEVELS

YOUR AGE SHOULD BE BETWEEN 25-35 YEARS

KNOWLEDGE OF ENGLISH IS ESSENTIAL

SALARY NEGOTIABLE

APPLY WITHIN 7 DAYS WITH CV AND RECENT PHOTO

**THE MANAGING DIRECTOR
FLOWER DRUM LTD.
26 THURSTAN ROAD
COLOMBO 03.**

IOC
Lanka IOC

**Lanka IOC PLC
Excellent Career Opportunities!**

Lanka IOC PLC, an active player in the field of downstream petroleum marketing in Sri Lanka, recognized for quality, customer service and continuous growth, now offers excellent career opportunities in the following functions.

Executive - Engineering

The candidate should possess B.Sc. Engineering Degree in Civil from a reputed Institution / University.

The ideal candidate should be preferably below 35 years of age and should be smart and energetic with dynamic personality and ready to work in the field as per requirements of the job. The position is based in Colombo. However the incumbent is expected to travel island-wide.

Requirements:

- Conversant with construction practices, standards and codes
- Experience in preparation of cost estimates, contract documents, negotiation and award of works
- Experience in Site supervision and monitoring the progress of work based on schedule
- Experience in project monitoring tools viz. PERT, Ganit Chart and use of MS Project software

Executive Sales, Trincomalee

The candidate should possess a Degree in Management / Engineering from a reputed Institution / University.

The ideal candidate should be preferably below 35 years of age and should be smart and energetic with a dynamic personality and ready to work in field as per requirements of the job. The selected candidate will be in-charge of a designated Sales Territory. Hands on experience in dealer management, sales promotions, etc. would be an added advantage. Experience in FMCG, Automobile, Lubricant trade, etc. is preferred.

Executive Human Resources, Colombo

A Human Resource Executive is required to improve and create a dynamic HR environment towards enhancing the Human Resource in line with the goals and mission of our organization.

The candidate must be preferably below 30 years of age and a qualified MBA with specialization in Human Resource / Personnel Management from a reputed Institution / University. Candidates having Diploma in HRM from Institutes of Personnel Management, Sri Lanka can also apply.

Requirements:

- Conversant in all aspects of Labour Laws, Legal and statutory requirements pertaining to HR and Administration
- Hands on experience on Grievance Handling, Staff Welfare, Staff Counseling, etc.
- Proficient Computer skills in Word & Excel
- Must be a team player having a positive attitude and capable of working well with others
- Excellent people management skills with ability to interact and build relationships across all levels
- Willingness to travel to Trincomalee and ability to take work pressure
- Must be well conversant to communicate (read, write and speak) in English and Sinhalese. Ability to communicate in Tamil would be an added advantage.

Lube Sales Supervisor
(Colombo / Kandy / Matara)
(No. of Positions: 03)

The selected candidate will be in-charge of a designated Territory for promoting the reach of SERVO brand of lubricants in the retail sector.

The ideal candidate should preferably be below 30 years of age and needs to be an energetic person who enjoys working in a dynamic, result driven team. Hands on experience in dealer / distributor management, sales promotions, and past experience in FMCG, Automobile, Lubricant trade, etc. is preferred.

The incumbent would be responsible for nurturing the lube distributors, developing lube shops / service stations, organizing lube clinics, merchandizing, organizing sales promotions / publicity activities etc. in his designated territory.

The candidate should be minimum 'A' level. Preference would be given to candidates possessing diploma in sales and marketing from a reputed Institution / University.

The applicant can mention their preference for posting in Colombo / Kandy / Matara.

Draughtsman, Colombo

The ideal candidate should have completed a Certificate course on Draughtsman-ship from a reputed Technical Institute and should be fully conversant with the latest version of AUTOCAD.

The ideal candidate should be preferably below 30 years of age and should be smart & energetic with pleasing personality and proficient in English.

The position is based in Colombo. However the incumbent is expected to travel island-wide for taking actual measurements of the site.

Stenographer / Typist, Colombo

The ideal candidate should possess excellent communication and language skills. The candidate should be proficient in English Stenography and should be well conversant with MS Office package. The candidate also must possess a minimum typing speed of 40 wpm.

The ideal candidate should be preferably below 30 years of age and should be smart and energetic with a pleasing personality.

Receptionist

The candidate should be a young lady, preferably below 30 years in age, with sound educational background, well mannered and should have a good command over English and local languages. The candidate should be well conversant in handling incoming & outgoing telephone calls and receive official guests. Handle incoming / outgoing posts and perform other related official duties. Ability to work on computer applications viz. MS Office etc. would be an added advantage. Preference will be given to candidates with experience in working in similar capacity.

Remuneration for the above posts is negotiable keeping in line with the industry standards.

Lubricants Distribution Supervisor, Colombo

The ideal candidate should preferably be below 30 years of age and needs to be an energetic person who enjoys working in a dynamic, result driven team. Hands on experience in warehouse management, supply chain management, logistics, etc. is preferred.

The selected candidate will actively coordinate and monitor our lubricants warehouse operations at Colombo including logistics, supply & distribution, execution of indents and billing & collections. He will also closely monitor the Inventory Management at the warehouse and submit periodic MIS.

Accountant, Trincomalee

A candidate pursuing professional courses such as ACA / CIMA / ACCA or equivalent would be considered for the position. The candidate should have sound knowledge of book keeping and taxation rules. The candidate should be well conversant in working on computer and office utility packages.

The ideal candidate should preferably be below 35 years of age, an energetic person, and a team player with good interpersonal skills. Hands on experience of 3 - 5 years in a process industry and / or manufacturing industry would be an added advantage.

The qualification for the candidate should be minimum 'A' level. Preference would be given to candidates possessing Diploma in Materials Management / Supply Chain Management from a reputed Institution / University.

Remuneration for the above posts is negotiable keeping in line with the industry standards.

Candidate possessing the above attributes / qualifications can apply with comprehensive CV (with recent coloured photograph) together with copies of all relevant testimonials to the following address on or before 19th August 2008. Only short-listed candidates will be called for interviews.

Vice President (Operations & HR)
Lanka IOC PLC
Level 20, West Tower, Echelon Square,
World Trade Centre, Colombo-01
Tel.: +94 11 2475720 - 26

Website: www.lankaioec.net Email: praveenjaiswal@lankaioec.com

SERVO 100% PERFORMANCE. EVERYTIME.