

Asian International School

We require Immediately
GRADUATE IN PHYSICS TO TEACH
Middle School and Ord. Level Classes.

Please apply immediately to
The Principal
Asian International School
4/97, Thalakotuwa Gardens, Colombo 05.
Tel : 2512182 - 3, Fax : 2512633
E-mail : udithans@sltnet.lk

ANVERALLY & SONS (PVT) LTD

EXPORTERS OF CEYLON BLACK TEA

VACANCIES

We are leading TEA EXPORTERS and due to expansion of our activities, we are looking for smart individuals to fill in the following positions:

ACCOUNTANT

- A fully/partly qualified Accountant (CIMA/ACCA or ICASL)
- Minimum 2 years experience in the capacity of an Accountant in the Manufacturing sector, and minimum 2 years Audit Experience with a reputed audit firm
- Computer literate backed by work experience in Excel, Word and ERP systems
- Excellent command of the English language, strong communication & interpersonal skills are advantageous

PURCHASING EXECUTIVE

- A Diploma holder in Supplies and Materials Management from a recognized institution
- Minimum 3 years experience in handling supplies and maintaining stock levels
- Ability to effectively interact with a network of overseas and local suppliers
- Be computer literate & a fair knowledge of the English language

HUMAN RESOURCES EXECUTIVE

- A Diploma holder in Human Resources & Personnel Management from a recognized institution
- Minimum 2 years experience in a similar capacity
- Conversant in all aspects of Labour Laws, Legal and statutory requirements pertaining to HR and Administration
- Hands on experience on Recruitment, Handling Domestic Inquiries, Grievance Handling, Staff Welfare, Staff Counselling, etc.
- Be computer literate & a fair knowledge of the English language


PRODUCTION SUPERVISORS

- G.C.E. A/L (Science Subjects), Exposure in Tea Production, especially supervising Tea Collection, Blending, Flavouring, Packing, Packing & Loading, etc
- Experience in Tea Board Formalities
- Minimum 2 years experience in a similar capacity with a reputed tea company

SECRETARY

- Well skilled in every aspects of secretarial work, efficient, resourceful, sharp and neat on the job, ability to draft letters independently
- A pleasant personality with 2 years experience as a Secretary to a Director
- Excellent command of the English language & Public Relation skills

Please forward your complete résumé, including your contact telephone number together with the names and address of two non-related referees to reach us within 7 days of this advertisement.

 **The Financial Controller,**
Anverally & Sons (Pvt) Limited,
No. 08, Jawatta Road, Colombo 05.
Fax: 2555598 | E-mail: fo@anverally.com & info@anverally.com

Doha Qatar

One of the Leading Catering Company in DOHA QATAR
Urgently Needs The Following Candidates from Sri Lanka.

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1. Personal Officer
2. Administrative Officer
3. Executive Secretary
4. Human Resources Officer
5. Catering Cook
6. Assistant Cook
7. Food Runner (English and Smart)
8. Tea Boy
9. Catering Supervisor
10. House Keeping Supervisor
11. Catering Helper
12. Driver
13. Washer
14. Gardener
15. A/C Technician
16. Catering Manager
17. Operations Manager

An attractive salary scale which is not less than SLRFE stipulated amount will be offered for the right candidate

Terms & Conditions: (Free Food, 8hrs. per day (6 Days per week))
Free Accommodation, Free Medical & Free Transportation will be provided.
One way of ticket will be provided after the completion of Contract period.
Probation period will be 90 days

MES Manpower Agent
Sri Lanka, No. 309
100, Jambhaya Road, Colombo 05
GPO, Weligama Road, Melkote.
Tel: 081-847062 Fax: 081-247002
Mobile: 071-489795

GENETECH Molecular Diagnostics

Medical Representative

Genetech Molecular Diagnostics is Sri Lanka's first biotech company and the pioneers in molecular diagnostics in Sri Lanka. Genetech draws on a pool of highly skilled scientists, latest equipment and latest technologies to deliver high quality disease testing services to the medical community in Sri Lanka.

Genetech is expanding rapidly and requires a candidate with experience, dynamism and intelligence to take the business forward.

Candidates should meet the following criteria;

- Preferably below 30 years of age
- Have a sound educational background
- Hard working and results oriented
- Have a good knowledge of English
- Previous experience in same capacity
- Possess a valid riding/driving license

Please forward your complete resume/CV within 7 days

Senior Scientist
Genetech Molecular Diagnostics
54, Kitulwatte Road, Colombo 08,
Telephone 2696992, 5839553, 5840814
Fax 2686137 E-mail: genetech@sl.lk
Website: www.genetechlanka.org

Immediate Vacancy

Sales Executives

Male/Females

Age between 20-35
GCE O/L & A/L

Those who are looking for career prospect... who can work hard

Call for an appointment on 0777-265757

Training Provided by Company

EA Electromechanical & Technical Associates

KINGDOM OF SAUDI ARABIA

Urgent Recruitment

Interview with Foreign Principal on Thursday 7th August 2008

Job Position	Salary
AutoCAD Draughtsman (Electrical/Mechanical/Plumb)	SR 2,000
Foreman (Electrical/Mechanical/Plumb)	SR 2,000

2 Years (Renewable) Contract; Duty 8hrs/day, 6days/week; Food Allowance included in salary; Accommodation, Transportation, Medical & Return ticket after 18 months provided; Leave Salary 30 days per year.
Please apply immediately with 2 sets of copies Passport, relevant certificates & 3 photos.

TAYSEER LANKA (PVT) LTD.
4 Galleher Court, Colombo 05
Tel: 011 2300100 Fax: 011 2300111

IDEAL OPPORTUNITY FOR YOUNG PROFESSIONALS

QuickAccountant (USA) Ltd is a public limited liability BOI approved Business Process Outsourcing (BPO) Company, with proven expertise in rendering high quality accounting and related back office services. It is a member of Agro Marlowe Group which has been in export business for more than 25 years.

We have following vacancies for young energetic, dynamic and self-motivated team players who can deliver excellence.

Asst Project Manager - Write up & Data Processing (one position)
The candidate must be a patient, meticulous and logical thinking person who is able to take responsibility and to develop processes and mechanisms to enhance the quality assurance of data processing for the export. Should have a minimum of 4 years auditing experience in a reputed audit firm with a Commerce/Accountancy/ Administration degree from a recognized university or recently completed ICASL/CIMA/ACCA/CPA.

Project Assistants - Insurance processing (ten positions)
Candidates are required to work on insurance processing. High proficiency in English is desirable. Should be able to work independently and meet daily targets as set by the client. Should have sound key board skills. School leavers also can apply.

Accounts Assistants (4 positions)
The candidates should have at least CIMA/ICASL foundation or final level of AAT/INDIA/CMA with proficiency in MS Office. Candidates having a degree in B.Com / BBA / BSC (Admin) / BSC (Accountancy) / BA with minimum of 2 years experience from an audit firm or accounting experience from a commercial organization will be considered for the post of Senior Accounts Assistant. High proficiency in keyboard skills is an added advantage.

Accountant
Vacancy exists at one of the client's who is managing an apartment. The ideal candidate should have at least foundation level of CIMA/ICASL or final level of AAT/INDIA/CMA. Accounting experience from a commercial organization is essential. Retired personnel are preferred.
An attractive and negotiable remuneration package will be offered to the right candidate.

If you think you measure up to the requirements outlined above please send your application to reach us within 10 days. Send in your CV via post OR email to the below mentioned address. Indicate the post applied for on the top left hand corner of the envelope and in the application OR in the subject of the email.

General Manager
QuickAccountant (USA) Ltd,
122, New Road - Colombo 02.
Email - CARL@QUICKACCOUNTANT.COM
Phone - 011 2300100 Fax - 011 2300111

TECHNICIANS & SUPERVISORS

A leading well established Tea Exporting Company with its own Facility, In-house R&D and Certified under ISO 22000:2005 is looking for the following personnel.

Technicians

- Knowledge in MAISA / Constanta / Overwrapping & other related machinery

QA Supervisors

- Passed A/L's preferably in the Science stream
- Knowledge in ISO 22000:2005 and GMP
- Computer literacy

Both above should have at least 3 years minimum experience in a manufacturing facility.

Apply within 7 days to Manager HR

 **HVA Group**
39A, Linton Road, Kandana.
E-mail : jobs@heladiv.com



Leema EMBROIDERY (PVT) LTD.,

We are a BOI Embroidery Factory based in Colombo. We are looking for a dynamic and experienced individual to fill the following vacancy

ASSISTANT ACCOUNTANT

- Part Qualified CIMA / ACA or full AAT. Minimum 3 years experience in a manufacturing organization.
- Inventory / Stock & cost controlling and variance analyzing.
- Payroll functions in computerized environment
- Knowledge in cash management and final accounts preparation will be an advantage.

Salary negotiable

Please apply within 07 days to:

Managing Director
Leema Embroidery (Pvt) Ltd.,
No. 1346/2, Kotte Road,
Welikada, Rajagiriya.