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Our Client, Mulk Holdings, is a leading multinational in the construction industry and a preferred supplier to major building projects around the globe including prestigious projects in the Middle East such as the Index Tower, Motor City and Burj Dubai Lake Hotel in U.A.E., and Cairo Airport and Sharm el Sheikh Airport in Egypt. Headquartered in the United Arab Emirates and specializing in manufacturing and distributing products of Alubond U.S.A., such as aluminum composite panels, coated coils, sandwich panels, glass and aluminum, to over 40 countries globally, our client is currently searching for qualified and committed professionals with proven track records, to join its operations in Dubai for challenging work roles. The management positions require undergraduate degree with a minimum of 10 years relevant work experience, strong interpersonal and excellent English communication skills, leadership and people management skills, together with exposure to ERP systems.

MANAGEMENT VACANCIES - DUBAI

DIVISION MANAGERS - 3 Positions (Reference No.: ES09/8188-01) (Glass & Aluminium, Construction and Sandwich Panel Divisions)

- A postgraduate degree in Business Administration, Finance or relevant discipline would be an added bonus;
- Experience of costing and budgeting for a separate profit centre;
- Strong leadership and organizational skills to lead, motivate and manage a team;
- Have strategic focus coupled with a strong business acumen.

PROJECT MANAGERS - 2 Positions (Reference No.: ES09/8188-02) (Construction, Glass & Aluminum Divisions)

- Hold a degree in Civil Engineering from a recognized University;
- Experience of 8 years in project management for the Construction Division and 5 years for the Glass & Aluminum Division, are mandatory;
- Have the ability to develop and control project execution strategy and work schedules;
- Have experience in cost control, QA/QC and all other areas of project management;
- Strong time management skills and ability to meet deadlines;
- Be computer literate with proficiency in Primavera and MS Project.

PLANT MANAGERS - 4 Positions (Reference No.: ES09/8188-03) (Aluminium Composite Panel, Sandwich Panel, Coil Coating Plant and LDPE Manufacturing Plants)

- A Bachelors degree in Engineering or Management or relevant discipline. A MBA is an added bonus;
- Be target driven to continuously provide improved plant performance towards meeting Best Practice KPI targets;
- Knowledge and hands on experience of Quality Assurance and Control methods and knowledge of World Class Manufacturing methodologies is mandatory;
- Experience in managing company resources to continuously improve performance;
- A proven track record in providing quality services in ensuring excellent customer service;
- Strong leadership skills and the ability to lead and foster well-trained and motivated staff, including counseling, training and development of staff;
- Excellent organizational skills and experience in production schedules, manpower planning and management;
- Knowledgeable in eco-friendly systems and ability to communicate these to staff and business contacts and maintain a positive community relationship.

PRODUCTION MANAGERS - 5 Positions (Reference No.: ES09/8188-04)

- A proven track record in planning, coordination and control of production processes;
- Experience of selecting and designing plant equipment;
- Be meticulous and have an eye for details in ensuring that goods and services are produced efficiently and cost effectively with a strong focus on right quality and quantity;
- Strong customer focus and the ability to ensure meeting client deadlines for products;
- Strong organizational skills and experience in drawing up production schedules, monitoring the production processes and adjusting schedules as needed;
- Experience of quality control and setting the quality standards;
- Strong interpersonal and communication skills to deal with managers in implementing the company's policies and goals;
- Strong leadership and experience in HR related matters in dealing with and motivating staff;
- Be aware of health and safety issues, ensuring that guidelines are followed.

WAREHOUSE MANAGERS - 3 Positions (Reference No.: ES09/8188-05)

- Hold a degree in Logistics/ Stores or Supplies & Materials Management from a recognized university;
- Experience of designing, implementing and maintaining effective systems of control is mandatory;
- Be meticulous and highly organized and have experience of maintaining stock registers and entire stores records and have the ability to complete record keeping of daily incoming and outgoing of materials;
- Ability to observe health and safety regulations, and maintain warehouse and storage areas enforcing and ensuring the health, safety, cleanliness and security of the work environment;
- Experience of supervision of staff loading and unloading merchandise and ability to check accuracy of orders being shipped to customers and deal with contracts;
- Familiar with using automated and computerized systems;
- Experience of the building construction industry is an added bonus.

LOGISTICS MANAGERS - 3 Positions (Reference No.: ES09/8188-06)

- Hold a degree in Logistics/ Stores or Supplies & Materials Management/ Supply Chain Management from a recognized university;
- Experience of monitoring the quality, cost and efficiency of the movement and storage of goods;
- Coordinating and controlling the order cycle and associated information systems;
- Analyzing data to monitor performance and plan improvements;
- Strong experience and interpersonal skills in liaising and negotiating with customers and suppliers, including shipping agents and import/export authorities;
- Ability to handle and raise invoices to clients, to check L/C documents, update orders, coil planning, maintaining exit papers, giving daily production chart to Plant Department, to deal with clients effectively and arrange logistics effectively.

FINANCE MANAGERS - 3 Positions (Reference No.: ES09/8188-07)

- Be a member of the Institute of Chartered Accountants of Sri Lanka (ICASL) OR
- Hold a Masters Degree in Commerce or Finance from a recognized University;
- A minimum of 10 years relevant experience and a proven track record in the field of Finance is essential; Exposure in the Manufacturing sector is advantageous;
- Experience of taking responsibility for planning, budgeting, reporting and implementing, managing and evaluating the various financial activities and functions and overseeing general accounting, financial systems, internal and external auditing activities;
- Strong analytical skills to provide inputs for financial reporting and decision-making;
- Be self motivated and self managed with a high degree of honesty and integrity;
- Strong leadership and management skills with a high degree of business acumen;
- Experience of working within an ERP environment is mandatory.

ADMINISTRATIVE MANAGERS - 3 Positions (Reference No.: ES09/8188-08)

- Strong coordination skills in coordinating different departments of the organizational unit;
- An energetic and efficient multi tasker who can perform difficult, complex and specialized office support work;
- Experience of a variety of administrative duties such as being informed of departmental activities, communicating information and monitoring day to day operations of the functional areas;
- Experience of handling and receiving and screening visitors and telephone calls requiring the use of judgment and interpretation of policies, rules and procedures;
- Experience of handling physical security and controlling passes to visitors and vehicles;
- Ability to provide day-to-day leadership and supervision of staff to ensure a high performance, customer service-oriented work environment that supports in achieving the department's mission, objectives and values.

OTHER VACANCIES - DUBAI

SALES COORDINATORS - 4 Positions (Reference No.: ES09/8188-09)

- Full or part qualification in CIM/SLIM preferred. A Degree in Sales, Business Administration or relevant discipline is an added advantage;
- Ability to multitask and perform administrative duties and 3-5 years experience in a similar role;
- Be efficient and have the ability to organize and coordinate team meetings and other internal processes;
- Ability to perform sales specific administrative duties relating to monthly metrics reporting across multiple channels;
- Logical thinking to quickly summarize multiple information inputs from different reporting channels into concise monthly progress summaries;
- Ability to pull and update channel specific sales information utilizing existing tools;
- Be innovative and creative and have the ability to find more efficient ways of tracking sales force activities;
- Familiarity with research techniques and information gathering;
- Be proactive and follow-up, send reminders and chase sales staff in order to effectively meet deadlines and commitments;
- Excellent interpersonal and communication skills in dealing with customer queries.

SECRETARIES - 5 Positions (Reference No.: ES09/8188-10)

- A University Diploma or degree in English or the Social Sciences would be an advantage;
- A minimum of three years work experience in a similar capacity is mandatory;
- Excellent organizational skills and experience of organizing diaries, coordinating administration within a team, handling phone calls and all correspondence, including replies to emails and faxes;
- A strong organizer with the ability to maintain filing records;
- Be computer literate and be proficient in MS Office Suite, and an efficient typing speed is mandatory;
- Possess excellent English communication skills both written and verbal;
- Possess an energetic disposition and be a strong team player with good interpersonal skills;
- A positive attitude and flexibility.

The successful candidates would be provided with a competitive remuneration package in par with industry standards (and not less than the stipulated Bureau salaries), food allowance, accommodation allowance, transport allowance, health insurance, accident insurance cover and return air tickets.

Applications together with detailed Curricula Vitae and telephone/email contact details of two non-related referees, quoting the relevant Reference No. and Position on both cover letter and envelope or subject of email, should be forwarded to reach the address below within the next ten working days of this advertisement:

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All applications will be treated with the strictest confidentiality. We will correspond only with applicants short-listed for interviews.