

ST APPOINTMENTS

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

Three key office systems you need to manage your business

These days we are so overloaded with information that it's easy to lose sight of the basics of running a business, and you very quickly become overwhelmed and suffer from information overload! Just take a look at some of the ebooks, products, courses etc. you have stored on your PC - I bet they all relate to marketing your business, getting more clients, increasing your income etc. but I bet NONE of them tell you how to manage your business!

Building a successful long-term profitable business isn't about "marketing" your business, it's about "managing" your business - the marketing comes once you have your management systems in place.

You cannot begin to market your business if you can't find the information you need, don't know who you are marketing to, and don't know where you are in your business.

So, let's go back to basics and take a look at the 3 key office systems you need to "manage" your business before you can start to "market" your business.

Filing Management System
Creating and maintaining a filing system is the very foundation that your business is built on, so this is the very first system you need to put in place - an efficient and effective filing system.

With a proper filing system in place you will very quickly and easily be able to find the information you need, when you need it.

Contact Management System
After you've got your filing system all straightened out, you then need to set about organizing your contacts. This is another critical area of managing your business. If set up correctly your contact management system allows you to:

- * Keep a note of clients, potential clients, and colleagues contact information.
- Easily and effectively follow-up with a prospect.
- Locate critical client contact information quickly and easily.
- Build your business.

Financial Management System
This is the final key office management system you need to put in place for managing your business. Once you know where you are in your business financially, you will be able to much more effectively market your business.

Having up-to-date, critical, financial information available at your fingertips allows you to efficiently manage cashflow and be able to know straightaway if you can take advantage of opportunities that come your way.

So remember, go back to basics and first "manage" your business before you "market" your business.

Wanted
Sales Staff
(Female)
Energetic, English speaking sales girls required.
(Preferably muslims)

fransfay
The Financial Services
55 Hill Street, Colombo 5
011 562 9 562

TRAVEL & TOUR EXECUTIVE

Leading Travel Agency is looking for a personable individual with dynamic and outgoing personality for immediate employment for the above position.

Suitable candidate should have the following qualifications.

- * Minimum GCE O/L qualification with a distinction pass in English
- * Age below 35 years
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- * Communication Skills and ability to operate independently.

Preference would be given to those with experience in the travel and tourism trade.

Please apply within 5 days with complete Bio-Data and names of two non related referees to:

The Managing Director
Travelon Ltd
202 A, Sir James Peiris Mv,
Colombo 02
E-mail: travelonlanka@yahoo.com

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To apply: srapjobs@gmail.com

Dishan on 0772 622 051, Mahesh on 0717 288 588

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Walk in Interviews on
23rd and 24th March 9.30 a.m. to 4.30 p.m.

SOFTWARE GROUP OF COMPANIES
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MANAGER ADMINISTRATION: 2502295

U.A.E
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55	A/C Technician / Asst.	DHS 1500
27	Electrician / Asst.	DHS 1100
10	Building Management System Technician	DHS 1100
05	Electronic Technician	DHS 1500
06	Control Supervisors	DHS 1500
03	Kitchen Technician	DHS 2750
02	Water Treatment Tech.	DHS 1500
07	Supervisor A/C	DHS 1100
04	Plumbers	DHS 2750
09	Elect. Supervisor	DHS 1100-1500
40	Elect. Technician / Assist	DHS 1850
07	Fire Alarm Tech.	DHS 1500
05	Driver Light Duty	DHS 1500

Interviews on 24 to 27 by Foreign Agent

For above Opportunities

- * Free Foods, Medical & Accommodation
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Tel. 033 2234621, 0772090175, 0773001772.
Reg. No 1216

OMD

INSIGHTS • IDEAS • RESULTS

With over **8,000 employees** in more than **97 markets** across the world, we are well positioned to provide market-leading service to our clients globally. As one of the **largest media investors worldwide** we fully leverage our size and scale on behalf of our clients to create new, media opportunities.

OMD was named the **"Most Creative Media Agency in the World"** by The Gunn Report for Media for the fourth consecutive year. This reflects our unsurpassed ability to **develop** the most **creative** and pioneering **media campaigns** for our clients and more importantly, demonstrates our ability to drive **business results**. While we are proud of these **awards**, it's the impact our teams have on our clients' businesses that is most noteworthy.

Our approach to communications, **planning & buying** allows us to turn a dauntingly complex landscape into an opportunity, to target consumers in ways that harness the medium as part of the message. This **unique approach** is called **OMD Checkmate** an intellectually rigorous yet executionally **flexible** way of working, enabling us to **work smarter**, be **sharper** and ensure that our client's brands **stay ahead** of the competition. The process is focused around **delivering** a client's growth **objectives** and is underpinned by a suite of systems and tools that aid quantifiable **decision making** and channel evaluation **based on ROI**.

We believe in the Power of Ideas to deliver compelling business results. Ideas do not happen by chance. They are the product of talented & imaginative people, research-driven insight and hard-nosed negotiations.

We are looking for the most strategic, analytical, innovative, energetic and genuine people to strengthen our operations in Sri Lanka. If you have the experience and knowledge to fit in to one of the following positions let us know why we should consider you to become a part of our global team. We offer an opportunity to enjoy your work, continuous international exposure and exceptional rewards.

- Associate Director - Media Planning
- Associate Director - Media Research
- Associate Director - Digital Media
- Manager - Integrated PR
- Media Executives
- Media Assistants
- PA to CEO

Send your applications to

Manager Human Resources
OMD Sri Lanka
Level 4, Tisara Plaza
Dutugemunu Street
Colombo 6.

E-mail : HR.SriLanka@omd.com

talent SPOTLIGHT

"HR Strategic Advantage Operational Excellence"

...do they mean anything to you?

Our client is a diversified holding company listed in the CSE, with interests in plantations, healthcare, travel and exports.

They are home to over **12,000 people**.

You as **Group Head - Human Resources**

will develop and implement HR strategies that nurture a productive, motivated and highly skilled team of employees across the group.

You will report directly to the group Managing Director and work closely with each subsidiary's Executive Committee.

You will bring efficiency and standardization to common HR procedures while responding strategically and operationally to the uniqueness of each business, and develop HR strategy aligned with business needs, implement HR policy at operational levels, along with systems of performance management, training & development, and facilitate change and knowledge management across the group.

Send your resume via email to talent@corporatedruids.com on or before the 31st of March. Please quote "Group HR 100301" as the subject of your mail.

Only shortlisted candidates will be contacted.

If you have at least 5 years of experience in a similar capacity, between the ages 40-50, and armed with a qualification equivalent to a Masters in Business Management and/or Human Resources, now is your turn to make your presence felt.

