

The Bridge

KITHULGALA SRI LANKA
Bridging the gap to good taste!

The Bridge is situated in Kitulgala and due to its ideal location and popularity among both locals and foreign visitors; it will soon be converted into a luxury boutique hotel.

As we keep expanding we are also on the lookout for dynamic, self motivated, result oriented individuals who could be a part of our ever growing team of professionals.

WE ARE CURRENTLY ON THE LOOKOUT FOR THE FOLLOWING POSITIONS

RESTAURANT MANAGER

A dynamic, results-oriented Restaurant Manager offering focused leadership to drive sales and profitability.

He should possess an outstanding communications skills, both with guests and staff resolve problems quickly to ensure happy customers.

With 5 years experience in similar capacity
Age: preferably 35-45 years

GUEST RELATIONS OFFICER (FEMALE)

With over 2 year's hotel experience. Areas of expertise include customer service management Proven ability to interact with the public effectively. Excellent communication skills with a pleasing personality with flair for public relations is an advantage

Age: Preferably below 35 years

WESTERN COOK

Western cook plays a vital role in preparing variety delicious dishes. He must possess attributes namely good sense of taste and smell for food, creative to bring out new dishes. Minimum of 2 years experience in a similar capacity.

Candidates who are interested should forward their CV's including a recent colour photograph and clearly stating the position they are applying for, to-

The Director, The Bridge

COLOMBO OFFICE

14, N.J.V Cooray Mawatha, Welikada, Rajagiriya

VACANCIES



OKI is a fast developing International School which has been serving for more than ten years in the industry. We have a student base of more than 4000 in 6 branches with staff strength of 250. It is time for you to join with us to mould our children to world class citizens.

PRINCIPAL / HEADMISTRESS
for Kandana, Biyagama & Kotikawatta

We are looking for experienced and academically qualified candidates with experience in Government or Private Sector Schools for the above posts.

TEACHERS

<p>WATTALA Commerce, Physics, Mathematics, English Language & Literature - Upper Section Islam, Buddhism & Sinhala Language - O/L English medium Science - Local O/L</p>	<p>KANDANA, KIRIBATHGODA & KOTIKAWATTA Pre school & Primary French Language & English Language - Primary Section Mathematics & Science - Upper Section</p>
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BIYAGAMA: English Language, Dancing, Sinhala Language & Buddhism - Middle School English medium local syllabus

HR Executive
for Wattala Main School

(with minimum two years experience in HR field, over 30 years of age)

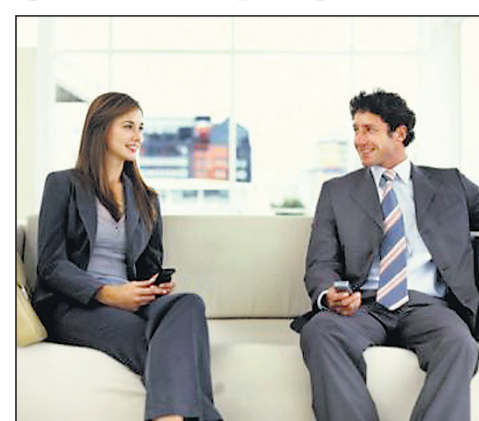
Suitably qualified applicants may send CV's on or before **31st July 2010** mentioning the position applied clearly on the envelope. To;

Human Resources Manager
OKI International School
No. 43, Old Negombo Road, Wattala

Tel: 2930016 / 2945145
Fax: 2933583/
E-mail: okids@slt.lk
Web: www.okischool.org

Confidentiality and your employees

No company wants to lose its valuable sensitive information to a competitor, potentially creating negative client situations and compromising future growth. The vigilant protection of company information is an issue that needs to be discussed with employees during their employment and, more especially, as they are leaving your employ. What practical and legal steps can you take to guard your company's secrets?



Start at the beginning

The best time to have an employee agree to confidentiality obligations is right at the time of hire. Managers (or HR professionals) should have employees sign a confidentiality agreement unless they have already signed a document with confidentiality provisions during the interview process.

At times, it may also be desirable for a

company to require stronger post-employment restrictions, such as non-compete obligations, on a key hire. In most states, non-compete agreements are fairly routine. For example, in California, the conventional wisdom is that enforceability is limited which is generally true. There is, however, some belief for enforcing agreements that do not actually prevent that restricted employee from earning a living within his or her field.

What are trade secrets, really?

The core of confidentiality obligations is the protection of trade secrets. While many states have statutes to help protect trade secrets, specific confidentiality provisions in the terms and conditions of employment re-enforce those protections, calls them to the employee's attention, and binds the employee to them using the employee's signature.

A trade secret may consist of any formula, pattern, device, or compilation of information which is used in one's business and which gives the employer an opportunity to obtain an advantage over its competition. Generally, a trade secret is a process, device, or information intended for continuous use in the operations of the business.

Trade secrets can include customer lists, pricing structures, business strategy, marketing plans, financial information, product development strategy, intellectual property, current and anticipated research and development, and inventions.

Following are some questions that should clarify if you're not sure if some information, a device, or a formula constitutes a trade secret: Trinet.com

VACANCIES

A reputed trading organization dealing with a wide range of products relating to the construction field, requires candidates for the following vacancies.

Project Managers/Site Supervisors (Males)

- Sound Educational background
- Experience in Aluminium Fabrication/Cladding, glass works etc.
- Driving/Riding Licence

Marketing/Sales Executives

With Educational background. And 2-3 years experience in Marketing/Sales. Preferably with Riding/Driving Licence

Apply within 7 days with full details & contact No

To: Personnel Manager
No. 4-3/2, Regent Building,
Sir Chittampalam A. Gardiner Mw., Colombo 02.

Marketing Executive (Male) Marketing Coordinator (Female)

The ideal candidates will have A/L qualifications, fluency in English and marketing experience will be an added advantage. Age between 20-32 years.

Terms are negotiable and prospects excellent for the right candidates.

Please send your CV with the names of two non-related referees within ten days of this advertisement.

Human Resources Manager

Water Mart Systems (Pvt) Ltd.

49, 1st Templers Mawatha, Templers Road, Mount Lavinia.

E-mail : sanjay@watermart.lk

Stax Inc.

BOSTON | CHICAGO | NEW YORK | COLOMBO

Stax Inc., a U.S.-based consulting & business research firm with offices in Boston, Chicago, and New York, is looking for outstanding individuals to fill the following positions at their branch office in Colombo.

Director, Operations (Colombo Office)

Responsibilities:

Operational Management:

- Manage day-to-day operations of Colombo office and team
- Capacity and pipeline planning and workload balancing
- Reporting to Colombo Managing Director, and global COO & CFO
- Office expansion/infrastructure and development

Financial Management:

- Forecasting and allocating budgets
- Revenue generation and utilization
- Accounting and audits
- Payroll, vendor payments, statutory deductions, and filings

HR and Recruiting:

- Manage Colombo office growth plans and team structures
- Recruiting and retention strategies
- HR functions and structuring of benefits/training plans

Project Manager (Research & Consulting)

Responsibilities:

- Work closely with Directors overseeing projects
- Be responsible for all aspects of project supervision including work plan development, team oversight, project deliverables, and client communications
- Design relevant analyses, manage project scope, and resource utilization on client engagements
- Quality control and review analyses and client deliverables
- Interpret results, and communicate them effectively via written reports and verbally

Requirements & Experience:

- MBA or equivalent qualification is a must
- At least 5 years relevant experience in strategy consulting, investment banking, market research, or in a corporate advisory role, out of which a minimum of 3 years of proven experience in program or project management and the private equity community
- Experience managing, coaching, and developing analysts to enhance performance and encourage professional development
- Quantitative research skills will be a plus
- Prior international experience (professional or academic) is highly desirable

Knowledge Management/IT Team Management:

- Develop and maintain in-house KM system
- Formulate overall IT strategy for Colombo office
- Use of technology for project delivery (client and inter-office)

Legal Function:

- Negotiate contracts with vendors (local/international)
- Liaise with attorneys to draft agreements

Requirements & Experience:

- Ideal candidate should be between 30-40 years of age, with 7 years of managerial level experience
- Overseas experience in an operational role (especially in the U.S.) will be desired
- MBA or equivalent qualification is a must

Business Analyst (Research & Consulting)

Responsibilities:

- Respond to research requests from Stax teams and clients on a timely basis
- Gather, review, and analyze data generated from primary and secondary research sources, and summarize research findings and implications to support project and sales teams
- Support ongoing business intelligence, competitive, and best practice efforts
- Conduct analysis, interpret results, and synthesize recommendations into a compelling narrative for our clients
- Support Directors, Managers, and Senior Analysts to conduct market sizing, customer segmentation, and competitive landscape studies

Requirements & Experience:

- Undergraduate degree preferably in Economics, Marketing, or Finance; A Masters degree is highly desirable
- Knowledge of online business research using Dialog, Factiva/LexisNexis, and related services
- Quantitative research skills will be a plus
- Prior international experience (professional or academic) is highly desirable

Interested candidates should send a cover letter and resume to colombo@stax.com

www.stax.com

The Company is the largest chain of retail and wholesale outlets in Papua New Guinea (PNG) offering the widest stock range of hardware products at competitive affordable prices to the building and construction market.

There is an outstanding opportunity for an experienced individual in the capacity of

Distribution Manager

As the successful candidate, you will be reporting to **General Manager Procurement and Supply Chain** and responsible for the leadership and efficient management of the distribution operations which primarily includes the shipping/distribution of stocks to the entire branches country-wide on-just-in-time delivery basis.

Key Accountabilities

Ensure efficient and cost effective management of the distribution operations based in Lae. And also to ensure that key deliverable for the department on monthly; quarterly and annual targets based on budgeted guidelines are met or exceeded.

Key Responsibilities:

- FINANCE**
- Ensure that all critical cost lines for the distribution operations are closely monitored and controlled on a monthly, quarterly and on an annual basis in line with approved budget. This includes the following matrices;
 - ☒ Domestic freight charges/expenses;
 - ☒ Demurrage charges;
 - ☒ Minimise shrinkage and damage;
 - ☒ Maintain optimum stock level;

OPERATIONS MANAGEMENT

- Manage the distribution operations efficiently and effectively;
- Manage containerization and consolidation of cargo for shipment/distribution and to ensure that the company maintain on-time delivery schedules to the branch networks at competitive costs;
- Ensure that responsibilities and tasks are prioritize and staff workload are shared to ensure all duties are undertaken and completed within prescribed deadlines;
- Monitor, manage and control major cost lines and put in place corrective measures to stem out wastage and inefficiency;
- Negotiate on a regular basis domestic shipping and freight rates and any other major cost lines that needs careful monitoring and attention;
- Responsible for stock replenishment and future planning for all branches from the reserve warehouse and for all local product lines.
- Must regularly review warehouse stock levels and identify slow moving and obsolete stock, and manage min/max levels in conjunction with the buyers
- Implement and manage the auto-replenishment system
- Manage the Branch Services division which is responsible for supporting special branch stock requests
- Any other reasonable tasks as requested or delegated by the GM Procurement and Supply Chain.

Knowledge, Skills & Competencies

- At least 3-5 years experience in similar positions or roles;
- Experience in handling building materials and hardware products will be an added advantage;
- Proven people management skills and is able to lead teams and to work in a team environment;
- Experience in dealing and negotiating with shipping and freight companies and is able to building strong relationships with them;
- Tertiary Qualification in supply chain management is an added advantage;
- A methodical approach to work and attention to detail;
- Excellent communication skills both verbal and written;
- Excellent skills in data analysis and highly proficient in Excel;
- Respect cultural differences and
- Proficient in the Pronto computer software is desirable however not required.

An attractive remuneration package that include **US\$ 51,000 Plus** Salary per annum, Housing, Company maintained Vehicle, Medical insurance covering Hospitalization expense, and air passage to the Family will be offered to the successful candidate.

Interested Applicants, please forward your complete resume with contact details of two non-related referees and recent passport size photograph to reach us within 10 days of this advertisement to

Human Resource Manager

G.P.O. Box 14416,

Suva, Fiji Islands

E-mail: vpatel@connect.com.fj