

# EMPLOYMENT TIMES

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

Sunday October 31, 2010

## Motivating...

Contd. from page 2

By helping to set organizational alignment, HR departments have the ability to impact their company like never before and create significant productivity improvements."

The report offers the following guidelines for the involvement of HR in employee goal setting:

- **Know the goals** - HR should be involved when senior managers plan annual goals to be aware of underlying issues and challenges.
- **Get buy-in** - The executive team should support HR's efforts to align goals and help communicate the importance of the program.
- **Cascade goals** - Once goals are set at the top of the organization, they should work their way down to all employees.



■ **Ensure consistency** - As goals are established further down the organization, HR can assist by creating standards and monitoring consistency.

■ **Hold everyone accountable** - Managers should ensure goals are measurable with specific deadlines and then hold employees accountable.

■ **Reinforce through development** -

Ensure that employees have skills and tools to achieve established goals using development plans monitored by HR.

■ **Work the gaps** - Managers can work with employees individually. HR should identify gaps in organizational provision and address issues proactively with the Learning team. Contd. on Page 3

■ **Encourage year-long communication** -

Initial goals may be agreed but paid no further attention. Sending reminders to update goals is one way for HR to encourage a culture of frequent manager/employee communication.

■ **Monitor compliance** - Managers should monitor progress and completion of employee goals HR should review overall process and report to executives and department heads.

■ **Measure twice, cut once** - Goals should be a major component of a company's annual performance appraisal where employees are measured and held accountable.

## OPPORTUNITIES IN BEAUTY CULTURE

The following positions are available in an Internationally reputed Firm new in Sri Lanka

- Male Manicurists / Pedicurists
- Male Hair Dressers
- Lady Masseurs / Therapists
- Beauticians
- Physiotherapists

**Attractive Remunerations**

**DELEN ENTERPRISES**

TP 0777 399181 [info@delreal.lk](mailto:info@delreal.lk)



As an award winning Tea Export Company we are looking for team players to fill the following vacancies in our organization.

### Quality Assurance Executive

- Applicants should be science graduates, computer literate and have a working knowledge of English.

### Production Assistant

- Applicants should have passed A/L in Science or Commerce subjects.

If you are convinced that you have the right profile to join our team, send us your resume by post indicating the position applied for on top left corner of the envelope or email, within Seven (7) days of this advertisement appearing.

The Manager, Human Resources Development

**IMPERIAL TEA EXPORTS (PVT) LTD**

# 121A, Biyagama Road, Kelaniya or [career@impratea.lk](mailto:career@impratea.lk)



## Wanted

### Sports Administrator

Ideal candidate should have formal educational qualifications. Age between 45 to 60.

### Coaches

- \* Badminton (Junior / Senior)
- \* Table Tennis.

The following requirements apply to both posts.

- \* Experience in Sports Administration.
- \* Should have decision making & managerial skills.
- \* Ability in organizing tournaments & meets.

Salary Negotiable. Those who reside outside Colombo should give a Colombo address. Apply within 7 days with two non related referees to:



The Registrar

364A, High Level Road, Nugegoda.

e-Mail: [sujathavid@eol.lk](mailto:sujathavid@eol.lk) / [sujathavid@yahoo.com](mailto:sujathavid@yahoo.com)

[www.sujathavidyalaya.com](http://www.sujathavidyalaya.com)

## VACANCIES

A REPUTED AUTOMOTIVE FRANCHISE URGENTLY SEEK TO HIRE PROFESSIONAL & WELL EXPERIENCED PERSONNEL FOR THE FOLLOWING POSITIONS:-

1. PARTS COUNTER SALESMAN (FLUENT IN ENGLISH)
2. PETROL VEHICLE MECHANIC
3. AUTO ELECTRICIAN
4. DENTOR
5. PAINTER

### REQUIREMENTS:

POSITIONS 2,3,4,5 SHOULD HOLD A MECHANICAL QUALIFIED CERTIFICATE FROM A RECOGNIZED INSTITUTE, MINIMUM OF TWO YEARS EXPERIENCE FOR ALL POSITIONS. SALARY AND PERKS ACCORDING TO INDUSTRY STANDARD.

INTERESTED CANDIDATES ARE REQUESTED TO SEND THEIR CV BY EMAIL TO [autoholdings@gmail.com](mailto:autoholdings@gmail.com) OR MAIL TO,

HR MANAGER,  
NO: 242/11, HILL CREST EST.,  
MADAPATHA,  
PILYANDALA.

## VACANCIES FOR MONTESSORI TEACHERS

### Qualifications required

- AMI / MMI Qualified
- Fluent in English
- Age 18 - 25
- With or without Teaching Experience

Attractive benefits & negotiable salaries  
Post your Resume to the following  
Address or E-mail within 7 days.



Better Montessories Make A Better World

Kingdom of Pre - Schoolers ( Private) Limited  
132 A, Kurulubadda  
Nawala Road, Nugegoda  
[kingdomops@aol.com](mailto:kingdomops@aol.com)

## Boutique Villa in Hill Country

### 1. CHEF

- Independently handle kitchen. Good in Western and Eastern food, desserts and pastry items. Excellent presentation skills. Knowledgeable in food costing, HACCP standards and stock control.

### 2. BUTLER

- Proficient in English. Excellent in F & B service and Bar work. Experience at Boutique villa or star class hotel essential.

- Send CV with covering letter indicating post interested by email to [villaserv@yahoo.com](mailto:villaserv@yahoo.com) before Monday 6<sup>th</sup> November. Two unrelated references to be included.

## IMMEDIATE VACANCIES @ CONSTRUCTION SITES

- Plumbing Engineer- Must have Underground Pipe Laying Experiences
- Surveyor
- Translator - Korean Language
- Plumbing Foreman
- Plumber
- Plumbing Helper
- Equipment Operator
- Mason
- Carpenter
- Driver
- Labourer

Please call for an interview within 10 days time.

The Manager  
Hi-Tek International Engineers (Pvt.) Ltd.,  
4, Jayanthipura, Battaramulla  
Tel: 2883314 Fax 2883515

## VACANCIES



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DISTILLERIES COMPANY OF SRI LANKA PLC

Distilleries Company of Sri Lanka PLC, a premier blue chip company with a commanding presence in the Colombo Stock Exchange, with its Head Office in Colombo & branch offices islandwide, has the following vacancies in its head office. The company requires the services of dynamic, dedicated, hard working, goal oriented individuals who would contribute to the continuing success of this company.

### Imports Executive - Head Office

The ideal candidate would be below 40 years of age and hold a Diploma in Logistics/Supplies and Material Management with 4-5 years experience in the relevant field including a minimum of 02 years in a similar capacity. Sound knowledge of imports, customs, cargo clearance, regulations and procedures is required. Computer literacy and a good command of both, oral and written, English and Sinhala are essential. Qualification in Customs House Agent Examination will be an added advantage.

Preference will be given to candidates residing in Colombo or in close proximity to Colombo.

### Assistant Coordinator - Head Office

The selected candidate would be below 30 years of age, preferably a Female, with G.C.E. A/L qualifications in the Commerce stream with a Credit Pass for Accountancy. Fairly comprehensive working knowledge of MS Office is mandatory. Should possess a good command of English and Sinhala, both oral and written with an ability to handle and maintain office correspondence in an accurate and timely manner. Good PR skills and ability to coordinate with external parties is required. Previous working experience will be an added advantage.

Preference will be given to candidates residing in Colombo or in close proximity to Colombo.

### Accounts Clerk - Head Office

The selected candidate would be below 30 years of age, qualified in AAT or equivalent. Fairly comprehensive working knowledge of MS Office is mandatory. Should possess a good command of English, both oral and written, with an ability to handle and maintain office correspondence in an accurate and timely manner. Previous working experience in the field of Accounting will be an added advantage.

Preference will be given to candidates residing in Colombo or in close proximity to Colombo.

### General Clerk - Head Office

The ideal candidate would be below 35 years of age with a sound academic background with G.C.E. A/L and a minimum of 02 years work experience. Good command of English and Sinhala, both oral and written, together with an ability to handle and maintain office correspondence will be required. Experience and knowledge in handling spreadsheets, maintenance of databases and MS Office applications will be an added advantage.

Preference will be given to candidates residing in Colombo or in close proximity to Colombo.

### Assistant Civil Engineer - Kandy

The ideal candidate would be below 40 years of age and possess a National Diploma in Technology in Civil Engineering (NDT) or Diploma in Civil Engineering from ITT Katunayake or equivalent qualification, with minimum 04 years of post qualifying experience in the field of building construction and maintenance. Computer literacy will be an added advantage.

Preference will be given to candidates residing in Kandy or in close proximity to Kandy.

## VACANCIES

### IN PRESTIGIOUS GARMENT SALES OUTLET IN RAJAGIRIYA

**GENERAL MANAGER** - Energetic male between 25 and 35 years of age fluent in English and Sinhala preferably with ability to converse in Tamil possessing suitable educational qualifications and experienced in all facets of general management. Smart person with pleasing personality who would facilitate smooth internal relations while maintaining discipline and providing customer satisfaction.

**SECRETARY** - Young lady with sound knowledge of spoken and written English with minimum 03-years experience in all areas of secretarial duties possessing computer literacy. Ability to communicate independently in English is requisite.

**ACCOUNTANT** - Young man with adequate qualifications in accountancy who would be responsible for all financial transactions, inventory control, liaison with banks and auditors. Minimum 03-years experience required.

**SALES PERSONNEL** - Young ladies and gents with pleasing personalities who would amicably liaison with customers and ensure that the good name and image of the company is continuously maintained. Minimum 02-years sales experience necessary.

*Selected candidates are entitled to good remunerations, pleasant working conditions and bright future prospects.*

Please email your Bio Data to

[erosha@inch-production.net](mailto:erosha@inch-production.net)

on or before 5<sup>th</sup> November 2010

A stylish new clothing store is opening shortly in Colombo, featuring a unique collection of designer fashion wear made by a Sri Lankan Designer. The store will be a one of a kind fashion boutique and we are looking for exceptional people to work with us.



VACANCIES

### SALES MANAGER

- A minimum of 6 years in a managing position in a similar capacity. Experience on garment retailing and an understanding of fashion would be an added advantage.
- Should be able to speak fluently in English, be dynamic and have an outgoing pleasing personality and be able to communicate with customers effectively.
- Individual should be stylish and well groomed.
- Salary will be negotiable depending on experience.

### SALES ASSISTANT

- Should have a minimum of 01 years with at least 1 year experience as a shop assistant or of a similar position. School leavers would also be considered.
- Should have an outgoing personality and good people skills.
- Salary will be negotiable depending on experience.

Please send you're CV's to  
[hr@l-m-j.com](mailto:hr@l-m-j.com) or contact us on 0777 47 65 95.  
231, Galle Road, Colombo 04

### Assistant Mechanical Engineer - Kandy

The ideal candidate would be below 40 years of age and possess a National Diploma in Technology in Mechanical Engineering (NDT) or equivalent qualification, with minimum 04 years of post qualifying experience in the Mechanical field with a sound knowledge of repairing and maintaining machinery and equipment. Computer literacy will be an added advantage.

Preference will be given to candidates residing in Kandy or in close proximity to Kandy.

### Building Supervisor - Kandy

The prospective candidate would be between 25 and 35 years of age. He would have completed a 03 year course in Building Construction at the National Apprentice Board or equivalent with a minimum of 01 year work experience in the relevant field.

Preference will be given to candidates residing in Kandy or in close proximity to Kandy.

### Assistant Outlet Manager - Batticaloa & Trincomalee

The applicants should be results oriented, self motivated individuals possessing good leadership and PR skills with a minimum of 04 years work experience. Knowledge of handling stocks, correspondence and documentation in a computerized environment is a definite requirement. The ideal candidate should have a sound educational background with G.C.E. A/L qualifications and a good command of both Sinhala and Tamil languages. Part qualifications in Marketing and the ability to converse in English would be an added advantage.

Preference will be given to candidates with an Accounting background who are residing in Batticaloa or Trincomalee or in close proximity to these areas.

An attractive remuneration package, on par with industrial standards, as well as prospects for career advancement are on offer to all candidates.

Please send your CVs with the names and contact details of two non related referees to the address below within 10 working days of this advertisement. Please state the position applied for on the top left corner of the envelope.

All vacancies will be filled purely on merit and any form of canvassing will result in disqualification. All applications will be treated with the strictest confidence.

### Human Resources Manager

P.O. Box 1298,  
Colombo.