

JETWING TRAVELS TAKES PRIDE IN BEING ONE OF SRI LANKA'S LEADING DESTINATION MANAGEMENT COMPANIES PROVIDING OUR OWN BRAND OF LEGENDARY SERVICE

MANAGERS

Excellent opportunity for proactive and dynamic professionals who are passionate about inbound tourism and willing to lead the team to greater heights. An analytical thinker who is responsible for the implementation of marketing strategies with the aim of achieving the objectives of the business unit.

Profile

- Minimum of 10 years experience in the inbound travel industry.
- Aggressive Marketing & Business Development experience.
- Ability to make Presentations.
- People Management, Personal & Intrapersonal skills.
- Emotional intelligence.
- Foreign Business Travel experience.
- Full or part qualification in CIM would be an added advantage.
- Age 30 – 35 years.

TOUR EXECUTIVES

A superb career opportunity for energetic and result oriented individuals who possess a spirit of team work and who can execute duties with professionalism under minimum supervision.

Profile

- Must have a minimum of 2 years experience in the inbound travel industry.
- Experience in planning & executing Tour Itineraries.
- Fluency in a Foreign Language will be a distinct advantage (spoken & written).

The successful candidates will be expected to work long & irregular hours within a closely knit team atmosphere. On offer is an attractive remuneration package commensurate with experience & skills, excellent career prospects and a supportive organizational culture. Absolute fluency in English is a must - Reading, Spoken & Written.

MANAGER OUTBOUND

We are looking for a competent and committed individual to play a pivotal role in heading our Outbound Department.

Profile

- Possess the ability to motivate and lead a team whilst being an excellent communicator.
- Strong understanding of customer and market dynamics and requirements.
- Possess good planning & organizational skills with functional knowledge to achieve the company objectives and turnover targets laid down in the sales plan.
- Possess at least 5 years post qualifying experience at a management level.
- Full or part qualification in CIM or a recognised university degree would be an added advantage.
- Preferably between 35 - 40 years of age.

Responsibilities

- Providing continuous guidance, training & feedback to sales personnel and building / managing an effective sales team.
- Closely supervising and monitoring the sales team in driving them towards achieving the set sales targets.
- Building and maintaining good relationships with key leaders.
- Closely tracking markets trends, developments and competitor activities.
- Actively supervising the performance of individuals in the team and improving productivity/ team efficiency.
- Maintaining team statistics and preparing sales / productivity reports.

SECRETARY

In this pivotal role, the selected candidate would be responsible for providing efficient and comprehensive Secretarial support.

Profile

- Strong communication skills and proficiency in English, with a flair for business style writing.
- A sound educational background and suitable Secretarial qualifications, with at least 3 years experience in a similar capacity.
- Competent in Microsoft Office Applications, Internet and e-mail communication, trouble shooting, etc.
- The willingness to work irregular hours, when required in the course of a 5½ days working week.
- Total dedication with a temperament that will withstand pressure and the willingness to learn the company portfolio.
- Making Multimedia presentations using Powerpoint.
- Very Good interpersonal skills with a pleasing personality and ability to speak articulately on the telephone.
- Ability to work unsupervised.

Please forward your CV with a recent colour photograph indicating the contact details of two non-related referees to reach us by 26th February 2011. Applications should indicate the position applied for on the top left hand corner of the envelope or on the subject line of e-mails. Only short listed candidates will be notified.

HR Manager
Jetwing Travels (Private) Limited.
46/26, Navam Mawatha
Colombo 2
Sri Lanka
Email: careers@jetwing.lk

SECRETARY CUM RECEPTIONIST

The ideal candidate should be a young energetic female below 30 years with an attractive personality, fluency and excellent communication skills in English & Sinhala, and thorough knowledge in Computer Literacy. Should be responsible in handling confidential documents.
At least 2 years experience needed.

Please apply within 07 days, with details of 2 non-related referees to generalinfo@skillsads.com stating the post applied for on the subject column of email.



SKILLS ADVERTISING & MARKETING (PVT) LTD.
7/15, Sulaiman Terrace, Colombo 5.
Email: generalinfo@skillsads.com

Marketing Executive

(female between 25 – 35 years)

Well established car renting company located in Colombo, is, looking to recruit a dynamic self – motivated candidate with a high level of commitment, as an (Marketing Executive) Candidate should be.

- Fluent in written and spoken English
- Ability to promote a new business and work as a team member
- A valid driving license would be an added advantage

(If interested, please forward detailed curriculum vita. Including the names and contact details, of two non – related referees to reach us within 7 days of this advertisement)
(Salary + commissions + mobile + transport provided)

Forward CV

Director Operations,
I.M.S. (Pvt) Ltd.
177. R.A. De Mel Mawatha, Colombo 03,
Sri Lanka.



Harcourts

We have opening for the following positions. Interested candidates are requested to mail their resume.

Co - ordinator Pharmaceuticals

- Minimum 2 years experience as 1st line manager or 5 years experience as medical representative in a good organization.
- Excellent track record in meeting objectives.
- Willingness to travel extensively.
- Leadership abilities to drive a team of achievers.
- Age below 30 years.

Brand Executive (Female) Neutraceuticals & Cosmetics

- Minimum A/L with good academic record.
- Ability and initiative to develop concepts.
- Willing to undertake outdoor promotions.
- Ability to organise promo events.
- Accountable in nurturing and developing brands.
- Experience in suitable capacity will be an advantage.

Medical Representatives

- 5 vacancies in division handling hi-tech products.
- Excellent communication skills.
- G.C.E. A/L, Age below 25 years.
- Preference for candidates with experience.

Sales Representatives

- Vacancies in pharma and FMCG divisions.
- Good PR ability.
- Drive & initiative to achieve set objectives.
- Minimum 2 years experience preferred.
- Age below 30.

Tel: 0112740500
email: hr@harcourts.lk

Human Resources Manager,
Harcourts Private Ltd.,
#14, Station Road, Dehiwala, Sri Lanka.



Harcourts



PUBLIC BANK

Excellence is our Commitment

VACANCY FOR BANKING SERVICES MANAGER (Operations Manager) COLOMBO

THE BANK

Public Bank is a leading provider of financial services in Malaysia with banking operations in Sri Lanka, Hong Kong, China, Cambodia, Vietnam and Laos. It is the 3rd largest domestic bank in Malaysia by market capitalization. In 2010, Public Bank was recognized with 44 awards and accolades, including many repeat best bank awards in Malaysia and in the region.

THE VACANCY

The position available is for Banking Services Manager (Operations Manager) to manage the Bank's Colombo operations which include Frontline, Finance, Treasury and IT Departments. The incumbent will report to the Country Head of Colombo Branch and is responsible for the smooth functioning of the said departments. This includes planning, organizing, directing and controlling the operations and administration of the departments in accordance with established rules and procedures.

THE CANDIDATE

- Resident of Sri Lanka with at least 20 years relevant banking experience out of which 5 years in a similar capacity
- Must have good working knowledge of local banking practices and business environment
- Ability to work independently with high level of integrity and responsibility is essential
- Must be innovative, proactive, result oriented and possess good people skills with strong leadership qualities
- Possession of tertiary qualifications and exposure to System Security Administrator/ Audit functions would be an advantage

REMUNERATION

- Attractive remuneration package commensurate with qualifications and experience awaits the right candidate
- Benefits include medical insurance coverage, staff loans and development opportunities
- Bonuses are performance based and reflected by the achievement of business targets.

Country Head
Public Bank
Colombo Branch
340, R A de Mel Mawatha, Colombo 3.
OR
E-mail : pbbstk@publicbank.com.lk / hnd@publicbank.com.lk

CLOSING DATE : (10 Days from date of insertion)

All applications will be treated in strict confidence. Only shortlisted candidates will be notified.