

Sunday, June 19, 2011

**VACANCY
RECEPTIONIST**

Government firm looking for a experience young dynamic female person age under 35.

- ▶ Excellent Telephone etiquette and ability to communicate clearly and professionally.
- ▶ A command of English, Sinhala and Tamil language will be an advantage.
- ▶ Pleasant personality with good interpersonal skills.
- ▶ Previous experience in a similar position will be an advantage.
- ▶ Salary -Rs. 20,000/=

Please forward your CV with an attached recent photograph to;

niru.coit@gmail.com

Niru Perera, No. 27, Vauxhall Street, Colombo 02.

Manager HR & Admin.

We are a leading organization in the motor spare parts field. We are looking for a dynamic person for the above post with hands-on experience in both HR & Admin. functions, with at least 5 years experience. Should have a degree or a diploma in HRM.

A sound knowledge in both English & Sinhala is essential with good communication skills.

Salary negotiable.

Apply within 5 days to:

The Managing Director
Victoria Group
131, Jayantha Weerasekera Mawatha, Colombo 10.

VACANCIES

We have vacancies for stewards. Minimum one year experience in Chinese Restaurant.

Stewards Salary - Rs. 20,000/=

Walk in interviews on the 20th June.

Between 11.00 a.m. to 3.00 p.m.

Chinese Chef Zhao Zhuohuan,
No. 24, Palmyrah Avenue,
Colombo - 03

Junior Secretary

We are a leading organization in the field of motor spare parts. A vacancy exists for the above post, who has followed a secretarial course or 2 years experience in secretarial work.

Should have hands-on experience working with computers and a thorough knowledge in English is essential.

An attractive salary will be offered to the correct candidate.

Apply within 3 days of this advertisement to
E-mail: victoria@sltnet.lk

Vacancies

**The Independent Trust for the F&G Property Developers Company (PDL)
and the Independent Trust for the F&G Real Estates Company (RECL)**

The Boards of Trustees established under the directions of the Supreme Court for the above named companies are jointly inviting suitably qualified and experienced personnel to apply for the following vacant positions.

The main objective of the creation of the two independent Trusts is to identify all movable and immovable assets of the respective companies and realize same into cash for the distribution to the authenticated depositors/investors of the companies in terms of the powers vested by the Trust Deeds.

The selected applicants shall be employed on contract basis. The terms are negotiable and shall be commensurate with the responsibilities of the respective positions. The Trustees shall not consider any applications from persons (together with their immediate family members) having any interests in and/or claims against the above two companies in the form of deposits/investments/loans or other financial claims

Post of Chief Executive Officer

Reporting to the two respective Boards of Trustees, CEO shall be charged with overall responsibility of implementing the decisions taken by the Trustees within the policy framework and other guidelines set out for the respective Trusts. CEO shall also be required to analyse and submit reports to the Two Boards recommending suitable action programs on issues as identified by the Trustees. He will be heading a team of professionals in the field of legal, financial and civil engineering and real estate.

In the opinion of the Trustees, the ideal candidate shall be above 50 years of age, with a professional qualification either in the field of Management, Law, Finance and preferably having a substantial track record in real estate development and marketing activities and having capacity and confidence to lead a team of multi-disciplinary staff to achieve targets set by the Trustees towards the realization of the above objectives relating to the task of converting all the assets vested in the Trusts into cash at the earliest possible time. Having special negotiation skills and ability to command the languages in an exceptional manner will be a special advantage.

Post of Administration Officer

Reporting to the Chief Executive Officer, AO shall have the overall responsibility in coordinating the administrative matters connected with the two Trusts.

Ideal candidate shall be above 40 years of age having work experience in office administration matters including personnel, document storage, follow up programs, sales agreements.

You may submit your application together with Curriculum Vitae clearly setting out the past work experience, qualifications, current employments, expected remuneration package etc.

Post of Accountant

Reporting to the Chief Executive Officer, Accountant shall have the overall responsibility in coordinating the accounting matters connected up with the two Trusts including keeping of books of account, bank reconciliation and in maintaining sub ledgers for large number of payable and receivable accounts and preparation of monthly accounts.

Ideal candidate shall be above 40 years of age with a part/full professional qualifications having work experience in accounting function in a medium size organization with exposure to computerized accounting system. Knowledge of MS Office packages is a must together with proficiency in English language

Post of Real Estate Officer

Reporting to the Chief Executive Officer, REO shall have the overall responsibility in coordinating the marketing related matters connected up with the properties under the charge of the two Trusts including marketing plans, advertising and coordinating actual sales activities of the properties.

Ideal candidate shall be above 40 years of age having work experience in real estate marketing function in a medium size organization with exposure to market identification and pricing and promotion.

Selected candidates are expected to work at the Trust offices in Raththanapitiya and Malabe depending on the operational requirements.

All applications including a fully laid out Curriculum Vitae must be sent by registered post or email to the under mentioned address, before the 30th of June 2011. The top left hand corner of the envelope must clearly mention the post applied for.

The Chairman
The Independent Trust of the F&G Property Developers company and
The Independent Trust of the F&G Real Estates Company (Pvt) Limited
The Trust Office
Fingara International Cricket Academy Premises
50/21 Old Kesbewa Road, Rattanapitiya, Boralesgamuwa.
Email address: recl@yahoo.com Tel: 011 - 2509020

V A C A N C I E S

An established Company is looking forward to fill the following vacancies.

SALES REPRESENTATIVE

Requirements

- G.C.E. (A/L) or G.C.E. (O/L)
- 2 Years experience
- Ability to work in any part of the island
- Age between 22-30
- Attractive salaries and commissions

**TRAINEE
SALES REPRESENTATIVE**

Requirements

- G.C.E. (O/L)
- Ability to work in any part of the island
- Attractive salaries and allowances during training period
- Promotions as Sales Representatives after successful completion of the training
- Age between 20-28

Applications can be sent by post or email to
info@kmlcables.com

Human Resources Manager,
Kamal Cables (Pvt) Ltd.,
56, Kandawala Mawatha, Ratmalana.
E-mail: info@kmlcables.com



Vacancies at Cyber LMJ

Cyber LMJ is an advanced solutions development company founded by Lalin Michael Jinasena, CEO and owner of the prestigious LMJ Group.

- Software Architect
- Software Engineers - PHP
- Frontend Developers
- User Interface and Experience Designers
- Quality Assurance Engineers
- Project Coordinator / Manager
- Data Analyst

Cyber LMJ is an equal opportunity employer that provides you with the opportunity to work with a young and energetic team of technology enthusiasts to build an exciting social media project. For the right candidate we will provide an attractive remuneration package and added benefits. Career advancements are based on performance and merit.

Did we catch your attention?

Why not visit www.cyberlmj.com for more information- and apply today!

Phone : +94 112 595082
Web : www.cyberlmj.com



MBBS DOCTORS WANTED

Foreign Graduates can also apply (Registered or Non)

Apply with your all scanned copies of the certificates.

Pre-Internist don't apply.

hhlwijethilake@yahoo.com

IMMEDIATE VACANCY FOR AN ACCOUNTANT

We are branch office of British Engineering Consultancy Company operating in Katunayake, has immediate vacancy for an Accountant.

The successful candidate shall possess the following entry requirements.

- ▶ Excellent command of English
- ▶ Able to communicate with the head office and other offices located outside Sri Lanka
- ▶ Experience in payroll processing, EPF/ETF, PAYE and all other taxes.
- ▶ Able to work under pressure.
- ▶ Ability to work independently in computerized environment.
- ▶ Age in-material.

An attractive and negotiable remuneration will be offered to the selected candidate.

Please call secretary for an appointment on Monday to Friday between 9.00 a.m to 5.00 p.m on No. 031-2221862

Vacancy

Personal Assistant

To the
Managing Director

- Knowledge of Accounts & IT
- Fluency in English

Apply female age below 26 years.

The Advertiser

No. 126/3/8, Third Floor
YMBA Building - Fort, Colombo 01