

VACANCIES

ISO DOCUMENTATION OFFICER

We are looking for self - motivated person to work in our International company

Major Job Responsibilities

- * Ensure that processes needed for the Quality Management System (QMS) are established implemented and maintained
- * Liaise with external parties on all matters related to external audit work
- * Report to top management on the performance of the QMS and any need for improvements

Qualifications

- * Sound knowledge in documentation and quality assurance activities with regard to ISO 9001
- * Diploma related to Quality assurance will be an advantage
- * Fluent in English and computer Literacy

We are BOI approved Australian Company at Kaduwela
Challenging & varied work - 5 days a week
If you are looking for a secure & rewarding future
Call or fax your Bio-Data to the following
Fax : 0112-548855 E-mail : ajith@ovssl.com

VACANCIES

AUTOMOTIVE SERVICE MANAGERS

IS IT TIME TO GET OUT OF THE BACK SEAT?
IS YOUR FLARE CUSTOMER SERVICE?
DO YOU WANT TO WORK IN CLEAN MODERN FACILITIES
WITH THE BEST EQUIPMENT?

We are seeking three Service Managers to join this team as the principal contact between customers & the dealership at service department level.

Do you have experience on GM - FORD - Mercedes Benz - Toyota - Chrysler- BMW - Hummer - Cadillac - Chevrolet-

We will train YOU to achieve their goals of learning the business side of service management. This is an attractive position made all the more so by the salary, benefits and ongoing career opportunities in the wider group.

What we are looking for is someone who has strong work ethics who can be accountable for the success of the department and customer satisfaction.

- A 'customer first' attitude with an approachable personality would be highly regarded in our search for the ideal Service Advisor.
- Strong computer skills
- Professional phone mannerism and presentation is a must.
- Exceptional up selling skills coupled with strong work ethics
- A desire to step up to more future challenges
- **MUST** have previous **DEALERSHIP** Experience.
- Must understand smooth flow of work load and customers.

Want to work in a clean working environment and a great team members.
Great opportunity to earn ex commission and bonus... Fair, generous and attainable salary package/structure

If you are a Service Advisor who would like to work within a department who appreciates you as an integral part of the team, this is your new role.

Overseas Vehicle Sales Service Centre
Kaduwela
E-mail : ajith@ovssl.com
Fax : 0112-548855

JOIN A COMPANY WITH STRONG FOUNDATIONS

BUSINESS DEVELOPMENT EXECUTIVE (Rathnapura / Embilipitiya)

- Candidate should have a minimum of 3 years experience working in the field with hardware or related products. (Experience in the cement industry would be advantageous).
- Age 30 years or below.
- Should be a resident in Rathnapura District.
- Capable of riding a motorcycle.
- Have a good network of contacts within the hardware trade.

The successful candidate will receive an attractive remuneration package with sales incentives and allowances.

Suitably qualified candidates should send in their applications within 2 weeks of this advertisement to:
SINGHA CEMENT (PVT) LTD.
44/1, New Nuge Road, Peliyagoda, Sri Lanka.
Tel: 0112935575 Fax: 0112931720
or email: info@singhacement.com



Singha Cement
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SINGHA
ORDINARY PORTLAND CEMENT

BOOK KEEPER/ACCOUNTS EXECUTIVE

Vacancies available in our group for the above posts for male/female applicants who possess the following qualifications & experience.

- ❖ Intermediate Level of ICASL or AAT full qualification with 02 years experience in relevant field.
- ❖ Salary - Negotiable

Applications should be sent with in 07 days to The Manager Director

Slipto Agencies (Pvt) Ltd.
1141, Pradeepa Mawatha,
Maligawatta,
Colombo 10.

Vacancies

1. Accountant - Post 1
 2. Assistant Accountant - Post 1
- Age - 25-50
➤ Experience - 03 Years in the relevant post

Apply: RS Importers (Pvt) Ltd.
126, Colombo Rd.,
Kakkapalliya

T.P : 0772448757
Email: rsimporterssl@gmail.com
Fax : 032 2220777

(Preferably in Puttalam District)

VACANCIES

A leading recruiting company situated in Colombo 14 Looking for suitable staff (male / female) for employment with fluent English and computer literacy.

1. JUNIOR EXECUTIVES.
2. DATA ENTRY CLERKS.
3. SYSTEM SUPERVISORS WITH EXCELLENT KNOWLEDGE IN PROGRAMMING LANGUAGES

School leavers will also be considered

Closing date for applications would be 31st of July, 2011.

Ashutosh Marine & Management Consultancy Services Pvt Ltd
415 Prince of Wales Avenue, Colombo 14, Sri Lanka
Telephone Numbers: 00 94 11 2 470 813 / 814 / 815
00 94 11 5 736 979 / 980 / 981 / 982
Email: asmaccs@sltnet.lk



FIELD SALES MANAGERS

Vendol Lanka Company (Pvt) Ltd is the Market Leader in Herbal Beauty Soap Products under the Brand Name of Vendol is seeking a Dynamic, Result Oriented Field Sales Managers Operating from Following Areas; KALUTARA, RATHNAPURA, ANURADHAPURA, MAHIYANGANAYA.

They should have,

- ◆ 5 Years experience in Managing & Supervising Distributors, Sales Executives & Sales Representatives
- ◆ Good Educational background with minimum GCE A/L qualification
- ◆ A professional qualification in Sales & Marketing will be an advantage.
- ◆ Good Communication Skills in Sinhala & English are essential. Knowledge of Tamil will be an added advantage.

Successful candidates will be required to lead a team of Sales Executives & Sales Representatives to achieve company objectives and Sales Targets .

Salary is negotiable based on the Experience and Qualifications.
Please forward your complete CV with two non related referees to reach within seven days of this advertisement to;

HUMAN RESOURCES MANAGER
VENDOL VENIVEL COMPANY (PVT) LTD
44/14/47, SANASA SIYAWASA SHOPPING COMPLEX,
KANDY ROAD, KALAGEDIHENA.
E-MAIL: sales@vendol.lk



North and East Economic Development Project

The International Executive Service Corps, a non-profit organization based in Washington DC, is recruiting staff in anticipation of a USAID-funded enterprise development program. The proposed project will provide grants and technical assistance to Sri Lankan businesses in the North and East of Sri Lanka. We are looking for candidates to fill the positions below in the following locations:

Jaffna, Vavuniya, Trincomalee and Batticaloa

- Agriculture Business Advisor Specialists
- Non-Agriculture Business Advisor Specialists
- Business Enabling Environment and Advocacy Specialists
- Administrative Assistants

Colombo

- Grants Management Specialist
- Accountant
- Administration Manager

Please note that in order to be considered for any of the positions outside Colombo, the applicant must be able to work effectively in both English and Tamil Languages. The most competitive applicants should have relevant previous experience on projects funded by either the U.S. Government or other donor organizations.

Interested candidates should go to <http://www.iesc.org/Opportunities.aspx> for more information about the above positions and how to apply. Please note that only shortlisted candidates will be contacted for interviews.

Application deadline: Monday, August 01st.

To Advertise In Employment Section

Call : 2 479 506

Packages Lanka - ISO 9001, ISO 22000, HACCP, GMP certified company - with foreign collaboration has its State - of - the - Art converting facility at Ja - Ela. The company's name is synonymous with customer excellence for its leading local and multinational customers. The company seeks talented career oriented individuals to fill the following positions;



PACKAGES LANKA (PVT) LIMITED

1. PRODUCTION SHIFT SUPERVISOR

The ideal candidate should have around 2 years of experience in a similar position in a manufacturing company preferably in flexible packaging. Should be A/L qualified. Relevant technical qualification will be advantageous. Age: Below 33 years

2. JUNIOR COMMERCIAL EXECUTIVE

G C E A/L Qualification
Good communication skills in written & spoken English Should be conversant in Word Excel & PowerPoint
Age: 20 - 27 years

3. GENERAL SERVICE EXECUTIVE

G C E A/L Qualification
Ability in General supervision and Administration functions. Retired person from Government service, Military or Police preferred.
Age: 45 - 56 years
Salary: Negotiable.
Please post, email or fax your CV including addresses and phone numbers of 2 non related referees within 10 days of this advertisement.

The Manager - HRD
PACKAGES LANKA (PVT) LTD
148, Minuwangoda Road,
Ekala, Ja-Ela. Fax : 011-2237550 E mail : secretary@packages.lk

WE INVEST IN OUR PEOPLE

POST OF SECRETARY (FEMALE)

EAP Films is the market leader in the Sri Lankan Film industry providing an outstanding entertainment platform for film-goers. As a truly strong company we manage and operate 45 modern cinemas under our circuit and possess the best theatres in the Island including Savoy, Liberty, Cinemax, Concord etc. We are also involve in Film Exports, Film Imports, Film Production & Film Distribution.

Requirements :

- Should be between 22-35 Years of Age.
- Minimum qualification G.C.E. (A/L).
- At Least 1 year experience in secretarial for executive level.
- Pleasant personality, excellent communication and interpersonal skills
- Fluency in both written and spoken English is essential.
- Service minded and positive attitude.
- Dynamic, positive thinking, self-motivated and able to work under pressure.
- Good Computer skill in MS Office and Internet etc.

Would need to report both to Managing Director and Executive Director.

The successful candidate can look forward to a rewarding career. An attractive remuneration package along with other benefits will be offered.

Please send in your complete CV along with the names, addresses and contact numbers of 02 non-related referees and copies of original certificates within 7 days of this advertisement, indicating the position applied for on the left hand corner of the envelope to,

Senior Executive - HR & Administration
EAP Films & Theatres (Pvt) Ltd.,
No.12, Savoy Building, Wellawatta, Colombo 06.
Tel: 7207926, 7444400 Fax: 7444407 Email: hrd@eapmovies.com
www.eapmovies.com

maestro minds We Are Recruiting

Your Key to Endless Potential

Marketing Executive(s)

We are looking for young personalities who has the ability to work with minimum supervision and are proactive and adoptable. Candidates should have the following,

- ✓ A confident individual and a team player
- ✓ With minimum 1 year experience as a marketer
- ✓ Part qualifications in CIM/ SLIM will be advantageous
- ✓ Age Below 28 years

Trainee Marketing Executive(s)

School Leavers with,

- ✓ Good communication & interpersonal skills
- ✓ Knowledge in IT skills

Good communication skills and the ability to converse in English, Sinhala and/or Tamil will be an added advantage.

WALK-IN INTERVIEWS

On July 27th Wednesday from 9.00AM
(Please Bring along your CV with two Non-related references.)

Maestro Minds (Pvt) Ltd.

#3, Mc Leod Road, Colombo 04
(Opposite Bambalapitiya Flats)
T : 11 2 55 39 39 | F : 11 2 55 39 41
www.maestrominds.com | info@maestrominds.com