

JOBS4U CAREER SERVICES

We are a Professional local recruiting company specialising in providing high calibre personnel to leading companies in Sri Lanka.

URGENT VACANCIES

HR EXECUTIVES (Salary Rs. 15,000 - Rs.20,000)

MARKETING COORDINATORS

(Salary Negotiable Depending on Experience)

STUDENT COUNSELLORS

(Salary Negotiable Depending on Experience)

ENGLISH LECTURERS

(Salary Negotiable Depending on Experience)

BUSINESS EXECUTIVES

(Salary Rs. 25,000 Basic + Commissions)

DATA ENTRY EXECUTIVES (Salary Rs. 25,000)

ACCOUNTS EXECUTIVES (Preferably with CIMA qualifications + Fluent in English) (Salary Rs. 25,000)

SENIOR ACCOUNTANTS (Salary Rs. 65,000)

SALES & MARKETING EXECUTIVES
(Salary Rs. 15,000 - Rs. 20,000 + Commissions + Motorcycle + Petrol Allowances + Insurance + Medical)

RECEPTIONIST (Salary Negotiable)

TRAINEE ACCOUNTS ASSISTANTS

(Salary Rs. 15,000 - Rs. 20,000)

EXPERIENCED GRAPHIC DESIGNERS

(Salary Rs. 25,000 or above)

DIRECT SALES EXECUTIVES

(Earn upto Rs. 25,000 or more)

All above vacancies are in leading and well reputed organizations in Colombo. School leavers are also encouraged to apply. **Fluency in English is a must.**

Add us on facebook **Sri Lanka jobs4u** for more vacancy updates & visit our website www.jobs4u.lk to upload your resume. Forward your CV's by post or e-mail to :

SERVICES WE PROVIDE ARE FREE OF CHARGE



No. 25/11 A, Alwis Road, Mt. Lavinia.

Job Hotline: 0727208588.

Tel: 0117208588. E-mail : jobs@jobs4u.lk.

WANTED

Junior Secretary

**Age 18-25, Fluent In English,
Computer Literate,
E-Mail Internet Experience.
Please Call on 072-2313414
for Interviews.**

**Burltex Lanka Pvt Ltd
No.39, Mallikarama Road, Ratmalana**

POST OF WARDEN FOR MUSLIM ELDERS HOMES

Applications are called for in writing for the above post in an Elders Homes in Makola.

Chairman,
Lady Fareed home for elders,
27, Pamunuwila Road, Makola

Telephone:

Lady Fareed Home for Elders, Makola - **011 2912836**
Moors' Islamic Cultural Home, Colombo - **011 2449143**

VACANCIES FOR COMMIS I COOKS

Vacancies exist for the above posts for those with dequate star class Hotel / Restaurant experience. Salary starting with Rs. 25,000 for immediate employment. Apply within 7 days to:

General Manager

**Singhalese Sports Club
No: 35, Maitland Place,
Colombo 07.**

TEACHERS WANTED

A Leading Pre- School in Nugegoda with a fully English curriculum requires teachers / Asst. Teachers experience and qualifications carry an advantage but not a must. School leavers with a passion for working with children are encouraged to apply. Fluency in English is a must

Call **0773830400** or
Email your CV to gillianfernando@ymail.co.uk

VACANCIES FOR

Young pleasant sales Girls & Boys Cashier
Experienced Accounts clerk with knowledge of computer
For newly opening fast food outlet in colpetty
Salaries Negotiable.

Contact: 0773 585459

VACANCIES

Production Manager-
Minimum 5- year Printing experience, age below 45, male
Production Supervisor-
Printing knowledge age below 35, Male
Customer Care Executive-
Age below 35, Female, close to Mt- Lavinia. Should be computer literate fluent in English

Negotiable remuneration
apply hr@voyageprint.com or following address.

Voyage Printers & Publishers (Pvt) Ltd.
No. 53, Sri Gunarathana Mw, Mt- Lavinia.
Contact: 011 2734468



Uga Resorts (Pvt) Ltd own and operate luxury boutique hotels & resorts in select exclusive locations across Sri Lanka. Ulagalla Resort in Thirappane is set amidst 58 acres of lush woodland, paddy fields and the Ulagalla reservoir. This LEED certified resort is the Country's pioneer user of green technology and focuses on innovative recycling solutions.

Jungle Beach in Trincomalee and Uga Bay in Pasikudha are designed to provide uniquely different boutique beach resort experiences. We now seek qualified and experienced professionals from the hospitality industry to manage our properties.

Resort Manager

Minimum Requirements

- 10 years experience in the hospitality industry of which at least 5 years managing a boutique property
- Related professional qualifications
- The ideal candidate to join our team will
 - Possess strong leadership skills with the capabilities to lead a cross functional multi-disciplinary team
 - Be highly organized and capable of multi-tasking while paying attention to every detail
 - Innovate and create experiences that exceed expectations of guests in keeping with the highest standards of a boutique property

Key Responsibilities

- Develop growth oriented operational objectives and strategies
- Develop and implement plans to achieve maximum profitability
- Ensure that the high levels of service are maintained and continuously improved
- Manage human resources efficiently and effectively and implement continuous professional development programmes for staff
- Ensure accepted international standards of hygiene and safety are constantly maintained

Engineering / Maintenance Manager

Minimum Requirements

- 2 years experience as an engineer in a star class hotel OR 4 – 5 years experience as an assistant engineer
- Vocational or professional qualification related to mechanical/ electrical/ civil construction
- The ideal candidate to join our team will
 - Be able to lead, manage and motivate the maintenance team
 - Be a self-motivated team player able to support various departments with high levels of internal customer service
 - Explore innovative and sustainable solutions to maintain the facilities and premises to the required standards

Key Responsibilities;

- Lead and manage maintenance team including recruitment and training
- Prepare engineering & maintenance budgets and manage expenditure with emphasis on internal controls
- Implement an effective energy management programme
- Implement an effective documentation management system for technical maintenance
- Act as resort coordinator or liaison with outside contractors & agencies
- Implement special projects related to upgrading & maintenance of facilities and premises

Rooms Division Manager

Minimum Requirements

- Hotel School Diploma, Degree or other equivalent qualification
- 7 to 10 years previous experience in Front Office, Housekeeping Operations, which should include supervisory experience in these areas

In addition the person is required to

- Possess a high level of competence in customer service
- Demonstrate strong interpersonal skills
- Possess competencies required to lead, manage and motivate the team to provide personalized attention to guests befitting that of our boutique hotel
- Be proactive and creative in solving problems and continuously ensuring that high levels of service are maintained and improved

Key responsibilities include

- Supervising the overall functions of front office and house keeping operations
- Managing current team while continuously developing their skills and competencies
- Regular inspections to ensure facilities and services are at optimal levels
- Managing departmental functions efficiently within allocated budgets with emphasis on internal controls

Please forward CV, with contact telephone numbers with names of two non related referees within 10 days of this advertisement to the address mentioned below, stating the post applied for on the top left hand corner of the envelope.

The General Manager

Uga Resorts (Pvt) Ltd.

No 49/16, Iceland Building, Galle Road, Colombo 03 E-mail: info@ulagallaresorts.com



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Sri Lanka Press Institute

SRI LANKA COLLEGE OF
JOURNALISM



SRI LANKA COLLEGE OF JOURNALISM

Immediate Vacancy: Lecturer (Full Time) - English Print

Are you an experienced journalist or journalism trainer looking for new dimension to your career? The Sri Lanka College of Journalism has a challenging opportunity for a Lecturer in English Print.

The ideal candidate will need to possess exceptional insight on training methodologies and be sensitive to the needs of the media.

Required Qualifications:

- A bachelor's degree in Mass Communication and/or similar media-related degree with minimum two years of (English-language) experience in the journalism field.
- OR
- Journalism or Mass Communication Diploma with five years of relevant (English-language) experience in the journalism field.
- OR
- Ten years of relevant (English-language) experience in the journalism field.
- AND
- An excellent command of the English language.
- Good knowledge of the newspaper production process
- Good knowledge of everyday computer skills (word processing, Internet research, online communication).
- A basic working knowledge of design and editing software: Photoshop, InDesign and Illustrator.
- Basic awareness and knowledge of new media and social media as they relate to journalism.
- Excellent rapport with media institutions and related professional organizations.
- Excellent interpersonal skills with the ability to interact well with a diverse staff and student body.

In addition to the above qualifications, a familiarity with curriculum development and any experience in other media will be an added advantage.

Interested candidates should post a detailed CV along with names and contact details of two non-related referees to:

**Chief Executive Officer
Sri Lanka Press Institute
96, Kirula Road,
Colombo 5.**

Applications should be received by Wednesday, August 24, 2011.