

SRI LANKA PREES INSTITUTE POST OF DATA ENTRY OPERATOR

Sri Lanka Press Institute invites applications for the post of **Data Entry Operator**. The eligible candidates are requested to send applications to the address mentioned below, with the resume or application along with copies of certificates and details. Preferred age less than 30 years, with good communication skills, knowledge of English and General knowledge.

Job Details:-

This is a three months assignment, to update data to the hand book, which is published by the institute annually. The successful applicant will be required to update the information carried in the already existing document, with any changes, after obtaining confirmations by phone or mail.

Please apply within one week of this advertisement:

**CEO,
Sri Lanka Press Institute,
96, Kirula Road,
Colombo 5**

VACANCY

Accountant
 ✦ Male or Female below 40 years
 ✦ Chartered/CIMA qualified with 02 years audit accounting experience or commerce degree with 02 years experience as an accountant.
 ✦ Good knowledge of English writing & spoken

Secretary
 ✦ G.C.E A/L science or commerce
 ✦ Below 30 years with minimum 01 year experience
 ✦ Fluent written & spoken English
 ✦ Be able to communicate & deal with clients independently
 ✦ Pleasant Personality

Account clerk
 ✦ Passed G.C.E A/L with AAT final
 ✦ Should be work more than 08 hours
 ✦ Fluent written & spoken English

Pls forward application or walk for interview with certificate
 Mudalige Association (pvt) Ltd
 Ambaraluwa north, Welaweriya.
 T.P : 033-2258188

We require part time **Personnel Manager** to work 3 days a week handling all matters pertaining to HR & Administrative functions. Please contact us from Monday to Friday from 9 am to 4 pm. or send your cv's via email to

RF Asia International (Pvt) Ltd,
 No 46 1/1, Castle Street, Colombo 08.
 Telephone: **2662499 / 4014632**
 Email. rfasiainlimited@yahoo.com

VACANCIES

Well established Company has the Following Vacancies for
SITE ENGINEERS
SUPERVISORS
STORE KEEPER
AUTO & METAL CRAFTS
 506A, Galle Road, Colombo 06.
 Tel: 4-514313 / 2362510

WANTED

House Officers
 MBBS
**Arogya Hospital
 Gampaha**
071 8562386

ACCOUNTS CLERKS

Female Accounts Clerks Partly Qualified AAT, ICASL with Experience in Computerize Accounting.
 Salary Negotiable.
 Send your C.V & Contact Number Within 7 days.
 Director, Leeson's Hospital (PVT) Ltd,
 # 33, Tewatta Road, Ragama.



MANAGEMENT TRAINEE PUBLISHING

We are looking for a degree or diploma holder in a relevant field with an interest in Publishing. No experience is required.
 If you wish to be considered for this position please send your CV, along with the names & addresses of two non-related referees to reach the undermentioned on or before **28th August 2011**
The Senior Manager (Human Resources)
Sarasavi Publishers (Pvt) Ltd
 1/3 Stanley Thilakarathne Mawatha, Nugegoda.
 e-mail: hr@sarasavi.lk

WANTED MALE AND FEMALE SALES ASSISTANTS



Positions available in our Jewellery Showroom in Kandy for pleasant, outgoing personalities.

Prior sales experience and fair knowledge in English and other foreign languages is preferred.

Salary Negotiable.

Apply with two non-related referees to:

**The Manager,
 Hemachandras (Kandy) Limited,
 Jewellers Since 1942
 939, Peradeniya Road,
 Kandy, Sri Lanka.**

VACANCY

RESERVATIONS MANAGER

A PRESTIGIOUS HOTEL CHAIN HAS AN IMMEDIATE VACANCY FOR A RESERVATIONS MANAGER.

REQUIREMENTS:

- A GOOD PERSONALITY AND HIGHLY MOTIVATED
 - THE ABILITY TO INITIATE SALES AND MAKE BOOKINGS
- MIN 2 YRS. EXPERIENCE WORKING FOR A REPUTED TRAVEL AGENT OR STAR GRADE HOTEL
- EXCEPTIONAL CUSTOMER SERVICE SKILLS
 - INTERMEDIATE TO ADVANCED COMPUTER SKILLS
- A PROFESSIONAL PHONE MANNER AND AN EXCELLENT COMMAND OF SPOKEN AND WRITTEN ENGLISH
 - STRONG ATTENTION TO DETAIL
- 25 - 45YRS OF AGE, MALE/FEMALE

A TREMENDOUS OPPORTUNITY FOR ADVANCEMENT.

**WALK-IN INTERVIEWS WILL BE HELD AT
 2 ALFRED HOUSE ROAD, COLOMBO 3
 MONDAY TO FRIDAY, 11AM - 3PM**

VACANCY

HOUSEKEEPING SUPERVISOR

A PRESTIGIOUS HOTEL CHAIN WITH A UNIQUE PRIVATE HOTEL IN COLOMBO HAS AN IMMEDIATE VACANCY FOR A HOUSEKEEPING SUPERVISOR.

REQUIREMENTS:

- A GOOD PERSONALITY AND CHARISMA
 - AN EXCELLENT COMMAND OF SPOKEN ENGLISH
- MIN 5 YRS. EXPERIENCE IN A SIMILAR CAPACITY IN A STAR-GRADE RECOGNIZED HOTEL PREFERABLY HOTEL CHAIN
 - ABOVE 30 YRS. OF AGE
 - PRESENTABLE
 - HIGHLY SELF MOTIVATED
- ABLE TO IMPLEMENT STRUCTURE AND INITIATE SYSTEMS TO IMPROVE STANDARDS

A FANTASTIC OPPORTUNITY TO BECOME A TEAM PLAYER AT ONE OF THE FINEST HOTELS IN COLOMBO.

**WALK-IN INTERVIEWS WILL BE HELD AT
 2 ALFRED HOUSE ROAD, COLOMBO 3
 MONDAY TO FRIDAY, 11AM - 3PM**



We're leading the way
 in revolutionizing
 the transport industry of

Sri Lanka!

Do you have what it takes to be in the driving seat as our Business Manager?

Mercedes-Benz has been a moving force in the automobile industry in Sri Lanka and the world over for decades, and we are now gearing up to revolutionize the transport industry by introducing our diverse range of high performance commercial vehicles to Sri Lanka. We are looking for a dynamic, leadership oriented person to join us as a Business Manager for our Commercial Vehicles Division.

The ideal candidate would possess inherent leadership qualities and be able to provide guidance to a team of professionals while taking on the responsibilities of being the brand custodian and handle the overall marketing and development of the brand in conjunction with senior management guidelines. He or she should also possess the following:

- A degree or professional qualification in marketing
- 5 years experience in automobile, finance or insurance product with a drive and passion for sales and marketing
- A sound technical knowledge in automobiles will be an added advantage
- An ability to promote a strong brand image
- A sound financial knowledge

Remuneration package is negotiable and on par with the best in the industry.

Sales Executives

We also have vacancies for Sales Executives in our Mercedes-Benz passenger cars and Jeep/Chrysler vehicles division.

The ideal candidates would possess a warm and friendly

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|---|--|
| • Be GCE A/L qualified | • Possess a flexible approach to work and people |
| • possess part or full qualification in marketing | • Excellent communication skills & fluency in English is essential |
| • Possess sales experience in passenger car sales or customer handling skills from a service industry | • Proven track record |
| • Be a highly motivated team player with a desire to succeed | • Possess good presentation skills and be proficient in MS office |
| | • Have a valid driving license |

The above position carries an attractive remuneration package along with fringe benefits, on par with industry standards.

Please send your CV with the names and contact details of two non-related referees with the post applied for stated on the top left corner of the envelope, to reach the below address within 7 days.



General Manager - Human Resources
DISEL & MOTOR ENGINEERING PLC
 No. 65, Jetawana Road, Colombo 14.
 careers@dimolanka.com
 www.dimolanka.com
 www.facebook.com/careersDIMO



Mercedes-Benz
 The best or nothing.