

WANTED

- Marketing manager / Sales reps in the Field of Distillery
- Secretary with experience
- Accounts assistant with experience
- Administrative insurance executive

Apply complete CV to

Email: crowncity@sify.com
db_niro@yahoo.com
 FAX: 0112347448
 MOB: 0778333722

Vacancy for Translators

The Royal Embassy of Saudi Arabia wishes to recruit two translators to work at the Embassy as per the following terms and conditions,

- 1- To be fluent in the following languages: Arabic, English, Tamil and Singhala.
- 2- To be a university graduate with not less than "Second Upper" level, preferably to be a graduate of Faculties of Arts, Languages and Translation,
- 3- To be acquainted with the basics of the Arabic language and grammar to write Arabic text correctly.
- 4- To be Excellent in written translation from English, Tamil and Singhala to Arabic and vice versa.
- 5- To be Excellent in using computer, specially Word, PowerPoint and Excel
- 6- Age to be below 50 years.
- 7- To be able to discharge a high productivity of 450 -500 pages per month at the rate of 250 words per page.
- 8- To pass through the interview and written translation test.
- 9- Certificates of Experience to be certified and endorsed by the authority or previous employer.
- 10- To send clear copies of the Certificates, contact numbers and addresses to:

Royal Embassy Of Saudi Arabia
 P.O. Box: 2295, Colombo.



فندق و برج السفير
AL SAFIR HOTEL & TOWER
 Hotel - Tower - Residence - Fitness

KINGDOM OF BAHRAIN

We are looking for experienced candidates for the following;

Positions	No. of Vacancies	Salary BD
Captain	05	120 - 130
Hostess cum Waitress	05	120 - 130
Station Waiter	05	110 - 120
Waiter/Waitress	10	95 - 105
Assistant Housekeeper	02	250 - 300
Room Attendant	05	85 - 95
Gym Instructor	02	150 - 170
Gym Attendant	03	100 - 110
Front Office Supervisor	02	200 - 220
Guest Relation Officer	03	150 - 160
Receptionist	04	120 - 140
AYS Agent/Telephone Operator	04	100 - 130
Kitchen Commis	05	110 - 150

(BD 1.00 = SL Rs.302/-)

Free accommodation, transport, free duty meals, free laundry of uniforms, medical and air ticket both ways will be provided. Two year contract. 8 hours working per day. Government registration fee only.

Please e-mail/hand over or post your application as this is an URGENT requirement.

Sarathi (Private) Limited,
 50, Hyde Park Corner,
 Colombo 02.
 E-mail :sarathilt@eureka.lk

Licence No. 02

Approval No. AL/02/ADVT/05/12

VACANCY FOR WAITER

Kalla Bongo Lake Resort, located in Hikkaduwa, is looking forward to fill the above mentioned vacancy immediately.

The ideal candidate should have the below qualifications:

- Work experience in the hotel trade
- Fluent in English
- Age between 18 and 25 years
- Hotel school certificate is an advantage

Please contact Mr. Chandana on 0914383234 before 20th January 2012.

www.kallabongo.com



DUBAI, U.A.E.

Applications are invited from qualified persons for the following positions.

Positions	No. of Vacancies	Salary
Piping Engineer - Jr.	05	Dhs. 2,580/- (Allow. 1,500/- + LoA. 2,400/- + Trpt..350/-)
Tug Engineer	03	Dhs. 1,800/- (Allow. 1,500/-)
Heavy Duty Fitter	10	Dhs.1,800/-
Preparator	10	Dhs.1,810/-
Sailor Rigger	10	Dhs.1,200/-
Plater Fabricator	25	Dhs.1,200/-
Marine Electrician	25	Dhs.1,200/=
Hydraulic Fitter	10	Dhs.1,200/-
Hydraulic Technician	10	Dhs.1,200/-
AC Mechanic	05	Dhs.1,200/-
Machinist	20	Dhs.1,200/-
Fitter - Mech.	30	Dhs.1,200/-
Fitter - Rudder & Propeller	20	Dhs.1,200/-
Rigger	20	Dhs. 964/-
Wireman	05	Dhs. 964/-

(01 UAE DHS = S.L. RS. 31/=)

Government approved charges only.

Free food, accommodation, medical & both way air ticket will be provided. Two year contract. 8 hours working day.

Please post or e-mail your Bio Data to:

SARATHI (PRIVATE) LIMITED,

50, Hyde Park Corner,
 Colombo 02.

E-mail:sarathilt@eureka.lk

Licence No. 02

Approval No. AL/02/ADVT/04/12

Does fashion inspire you?

Is it part of you? Well then come on aboard!

Cotton Collection is known for its high quality fashionable clothing and accessories. We are a vibrant fashion retail chain with a finger on the pulse of modern fashion.

The following career opportunities are on offer for the most discerning.

Head of Merchandising

We have an opportunity for a dynamic & career driven lady to lead a team of senior buyers & merchandisers. The main role would be to provide leadership and monitor procurement from the budgeting stage to receiving of quality merchandise. Good connections with local & foreign suppliers, good PR skills and an inherent sense of touch are a must.

The ideal lady would be between 30 - 40 years with minimum 5 years experience, preferably in retail and supported with a Degree / Diploma in textile or merchandising.

Ability to work flexible hours and knowledge of import / export procedures will be an advantage.

Senior Fashion Buyer

We require a fashionista with an eye for the latest fashion & trends.

You will be responsible for leading a team & making the best selection of seasonal fashion clothing & accessories. Your expertise and skills will create a definite impact on the company's procurement efforts & sales.

The ideal person will possess a minimum of 3 years experience in a similar field and hold a Diploma in fashion, have the ability to work competently in a computerized environment and work with a sense of urgency in meeting targets & deadlines.

Having smart negotiation skills & the ability to work with suppliers, manufactures & principles from sampling to delivery stage will be a definite advantage. This position will entail a fair amount of overseas travel.

Merchandiser

You will closely liaise with suppliers & manufacturers of clothing & accessories, while meeting deadlines & targets within set plans & budgets.

Procuring our budgeted requirements most economically & monitoring the various stages of progress in our purchase cycle will be a key responsibility. Ideally you should be presently working in the retail or clothing industry.

Able to be an effective team member and have excellent communication skills supported with qualifications would be a distinct advantage.

Coordinator - Marketing/Branding

We have an opportunity for a person with 1-2 years' experience in branding & marketing.

Effective execution of the company's BTL/ATL marketing & branding strategies, post event follow-up on campaigns & promotions, operating the social media tools and carrying out website updates will be some of the routine activities assigned to you.

A good team player, you will be between 18-22 years of age with exposure in the retail & fashion apparel industry and backed with part / full qualification from CIM / SLIM.

Regular visits to showrooms and willingness to work flexible hours is a must.

Please forward CV's with two non - related referees, addressed to The Assistant HR Manager, by post or e-mail to hrm@cotton-collection.com before 23rd January 2012.



No-08, Jawatte Road, Colombo 05.
 Fax: 4724043, Tel. 2580826 / 7

www.cottoncollection.lk



OPPORTUNITIES

Lanka Financial Services Bureau (LFSB) was incorporated to create, manage and own a common gateway for Society for Worldwide Interbank Financial Telecommunication (SWIFT) messages. Its primary objective is to provide shared infrastructure with messaging and connectivity interfaces to its users. The share ownership of Lanka Financial Services Bureau Ltd. includes Central Bank of Sri Lanka, leading banks, primary dealers and the Central Depository System (Pvt) Ltd.

LFSBL is now embarking on a new path of providing "Total SWIFT Solutions" to both on-shore and off-shore financial institutions. In order to support the existing team, we are looking for energetic, committed and purpose driven individuals to fill the following positions, who can be instrumental in taking the company to the next level.

PROJECT COORDINATOR CUM SECRETARY

PROFILE

Age under 30, possessing a good command of English, skilled in MS Office, able to multitask and having good telephone mannerism. Experience in a similar capacity would be an added advantage.

DUTIES

- Assisting in all correspondence of the company (incoming and outgoing) to Users and respective stakeholders
- Coordinating & recording project activities
- Assisting GM/CEO in all routine correspondence
- Management of all documents (coding, filing, copying and track storage) and maintenance of the record system
- Assisting in preparation of analysis and reports

IT/NETWORK ASSISTANT - TECHNICAL SUPPORT

PROFILE

Male, age under 25, with a good command of English, skilled in MS Office, versed with the Windows platform, average knowledge in networking and part qualification in Advanced Diploma in Computer Studies.

DUTIES

- Coordinating all communications (calls/faxes) to the SWIFT Help Desk
- Assisting in:
 - All trouble shooting & incident reporting from Users
 - All relevant upgrades & installations pertaining to SWIFT network
 - Data updates, analysis & implementations at www.lfsbl.com
 - Routine IT/network operations in office
 - Network Administrator in routine tasks

If you possess these skills and qualifications and are willing to work in an interactive self-disciplined environment, please submit your CV, indicating the names and addresses of two referees within 2 weeks of this advertisement. Please indicate the position applied for, on the top left corner of the envelope or in the header of the e-mail.

The General Manager/CEO,
 Lanka Financial Services Bureau Ltd
 53, D S Senanayake Mawatha,
 1st floor, HNB Borella Branch,
 Colombo 08.
careers@lfsbl.com