



APPOINTMENTS

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR



Steps to Review Your Office Systems

Running an efficient business is all about continuously improving and 'tweaking' your office management systems so that they grow with your business and not hinder your business.

But why do you need efficient office systems in place? Here are some answers!

- To quickly and easily find important contact information.
- To be able to respond to client's requests straight-away.
- So that you can immediately submit a proposal.
- To keep track of your business.
- To be able to follow-up with clients and contacts.
- So that you can stay on track with your projects.
- To monitor your latest marketing campaign.

Sometimes though problems don't become apparent with your office systems until you actually start using them -- and then you may find out that they're not working in the way that you'd hoped.

So what can you do about it?

Step #1 Look at where the problems are. Are you constantly searching around looking for an email address? Or cannot tell at a glance if your project is on track? Or you don't know your cashflow situation?

Step #2 Analyse what percentage of your time is being spent on administrative tasks.

Keep a diary for a week of how you are spending your time. At the end of the week look it over and see what percentage of your time is being spent on these jobs. Could this time be better spent on income-generating activities? Or market research?

Step #3 Compile a list of all non-income generating tasks that you currently do.

Could some of these be delegated? Would it help if you took on an assistant?

Once you have followed these 3 steps you should have a good idea of where your time is being spent, what your biggest time drains are, and where you can make improvements. You will be well on your way to deciding if you need to partner with a Virtual Assistant and will be able to see exactly where you need the support.

-traceylawton.com

Top 5 strategies to get your office schedule back on track!

After the long, lazy, summer you may have let your office schedule slip-- follow these great tips and get YOUR office schedule back on track!

#1 Clear out your desk and files

Make way for those exciting new projects that have been put on the backburner over the summer. I recently did this and apart from getting rid of four grocery bags of papers, I felt much more motivated to start those projects that had been lurking for months! And it's amazing what you come across too!

#2 Set up a Resource Folder

Keep track of those



all-important pieces of information that you come across daily. How? Create a Resource Folder:

- on your PC--store all those down-loaded documents and create a short-cut on your desktop so that you can easily access your information. Go one step further and create

them again.

Create subject specific folders within the main resource folder:

- using a ring binder file--print out articles that you come across while surfing or any emails that you may need to refer to again; cut out useful magazine articles; store newsletters, circulars or magazines.

In fact use your resource binder to store anything that you will want to keep and refer to again! Use divider cards so that you can easily access resources on a particular topic.

Or use a combination of all three for maximum efficiency!

#3 Get back in touch with your clients and contacts

Now's a good time to update your client and contact database.

It's easy to let things slip over the summer, so drop them a personal note or email and make sure that the information you currently have for them is up-to-date-- and this will ensure that your

information is accurate when you come to send those all-important Christmas greetings!

#4 Get your website listed in as many places as possible!

Update your directory listings; get entered on new industry directories; check backlinks--set up a spreadsheet to keep track of all of this.

#5 Get your

finances organised

I know, it's summer; you'd rather be outside enjoying the sunshine than inside organising your receipts. Now's the time to drag out all those business receipts and get your bookkeeping system back on track!

Follow these simple tips and you'll soon have your office schedule back on track!

DUBAI VACANCIES

JOB TITLE	QTY	SALARY
Asst. Department Manager	1	8000-12000
Service Engineer	1	5000-8000
Asst. Supervisor	4	3000-6000
Office Clerk	3	2000-3500
Technicians	2	1300-2500
Electronic Technician	2	1300-2500
Drivers	28	1500-3000
Labourers	56	800-1000

Terms and conditions for the above positions

- Contract Period 2 Years
- Probation Period 6 months
- Transport provided by the company
- Accommodation provided by the company
- Food provided by the company

Free Air Ticket will be provided after successful completion of contract



AFRAS ENTERPRISES
No. 476, D5, D6, D7, 1st Floor, Maradana Shopping Center, Colombo 10.
Tel : 0114569303, 060-2168529
Fax: 011-2691579

FILEX Graphic

VACANCY FOR ADMIN. OFFICER

A vacancy exists at the Past Pupils' Office Dharmapala Vidyalaya Pannipitiya for an Administrative Officer suitably qualified with experience.

The ideal candidate would be a retired person, 55-60 years of age who is self motivated and could manage the office on his own. A thorough knowledge of accounts and book-keeping is a must, while computer literacy and knowledge of English are considered as added qualifications. Salary negotiable.

Your application with full details should reach us on or before 31st January 2009, marked "Admin Officer" on the top left hand corner of the envelope under registered cover with names, addresses and telephone numbers of two referees who are not politicians.

Secretary
Past Pupils' Association
Dharmapala Vidyalaya
Pannipitiya.

IMMEDIATE VACANCIES

Wanted experienced, qualified Lady Teachers to teach in the English Medium for the following subjects.

- English
- Maths
- Science
- So. Studies
- History
- Bus; Studies

Apply Immediately.

Principal
Al-Hikma Girls College
15/1, George E. de. Silva Mawatha,
Kandy
Tel: 081-2204280

Middle East Vacancies

VACANCIES IN SAUDI ARABIA

NO.	Category	Qty.	Salary (S.R.)
01	Lieutenant	100	2500.00
02	Firefighter	200	1500.00
03	Fire Alarm System Operator	20	1500.00
04	Ambulance Attendant	20	1400.00
05	Fire Training Technician (Instructor)	10	2000.00
06	Fire Prevention Technician	10	2000.00
07	Breathing Apparatus Technician	10	2000.00
08	Mechanic, Diesel Engineer	10	2500.00
09	Clerk, Parts	10	1200.00
10	Body Repair Specialist	10	1200.00
11	Mechanic Fire Apparatus System	10	1200.00
12	Driver / Operators	100	900.00
13	Purchase Agent	10	1300.00
14	Specialist, Vehicle Maintenance	10	1500.00
15	Mechanic, Hydraulic	10	1200.00

VACANCIES IN DOHA-QATAR (SPORT CITY)

NO.	Category	No. Required	Salary (Q.R.)
01	Receptionist (Male)	23	1000.00
02	Receptionist (Female)	06	1200.00
03	Office Boys	69	900.00
04	Office Girls	24	900.00
05	Supervisor (Male)	14	1200.00
06	Supervisor (Female)	07	1300.00

Terms & Conditions : 2 years contract, 8 Hrs. per day (6 Days per week) - Free Accommodation, Free Transportation, Free Medical & Free Food, will be provided. * One way air ticket will be provided after the completion of Contract period. Probation period will be 90 days

Please call over personally with your Passport, 6 Passport size colour photographs with white background and experience certificates.

Interviews will be held on 19th, 20th, 21st & 22nd January at 9.00 am to 5.00 pm

ARABIAN ROYAL GROUP PVT LTD.

375, 1st Floor, R.A De Mel Mawatha, (Duplication Road) Colombo -3.
(Next to UK Visa Centre, beside Union Bank & Mahanama Vidyalaya)
Approval No. AL/960/AdvT/01.02/09

CAREER OPPORTUNITIES



Almarai is the world's largest vertically integrated Dairy Foods company with a 2007 sales turnover of \$US One Billion and a workforce numbering 10,000 employees. Operating throughout the GCC, our highly successful product range is freshly delivered, from over 40 depots, to some 34,000 retail outlets serving numerous happy customers.

"2005 Presidential and D.O.L.E International Employer Awardee". Website : www.almarai.com

THIS RECRUITMENT IS ABSOLUTELY FREE OF CHARGE. DO NOT OFFER ANY RANSOM TO ANYONE INSIDE OR OUTSIDE OUR OFFICE PREMISES

Interview with foreign principals starts from end of January 2009

ACCOMMODATION OFFICER (01 NO.)

SALARY : SR 3,447/- P.M.

Core responsibility is to ensure the staff accommodation is maintained in the highest standard of hygiene and safety. Applicants must have higher secondary qualification and with min 3 years experience in a similar role. Excellent communication skills and computer knowledge is must. Age limit 40 years maximum.

STOCK CONTROL CLERKS (09 NOS.)

SALARY : SR 2,144/- P.M.

High school Graduate, 3-5 years experience in store keeping, clear written and spoken English, computer literate, analytical and numerate with valid driving licence.

COOKS (04 NOS.)

SALARY : SR 1,875/- P.M.

Ideal candidates should have a minimum of 03 years experience as a cook and have successfully completed a hotel management course. He should also have communication skills, a good personality and knowledge of cleaning and safety, if necessary. Age below 42 years.

LEAD MAINTENANCE TECHNICIANS (01 NO.)

SALARY : SR 1,781/- P.M. + SR 400/- as Food Allowance

Minimum 03 years full-time Degree / Diploma in Mechanical Engineering in a recognized University or Institute and minimum 2 years experience in Industry in a similar position. Good command of written and spoken English.

MATERIAL HANDLERS (04 NOS.)

SALARY : SR 1,065/- P.M.

To pick and load customer orders accurately and efficiently. G. C. E. (O/L) with ability to speak, read and write English and be numerate. Minimum 2 years in warehousing environment with experience Food Industry.

LABOURERS (29 NOS.)

SALARY : SR 930/- P.M.

Able to communicate, read, write and understand English. Working experience in a Dairy Plant or any Food Processing Industry would be an added advantage. Must have a good physique. Age : Between 25-35 years.

SALES SUPERVISORS (11 NOS.)

SALARY: SR 4,640/- P.M.

30-40 years old with at least 3-5 years supervisory experience in a van sales environment, preferably gained from FMCG business. Should be able to use computers to make reports, good command of English both spoken and written. Must have a valid driving licence.

SALESMEN (23 NOS.)

SALARY: SR 1,875/- P.M.

Ideal candidates should be between 25-40 years and have at least 2-3 years proven experience in sales and delivery, capable of physical work. Good interpersonal skills are essential and basic knowledge of computers is required. Must have a valid GCC Class driving licence. NOTE : GCC Countries other than KSA.

SALESMAN ASSISTANTS (45 NOS.)

SALARY: SR 930/- P.M.

25-30 years old, at least junior high school level, able to lift over 24 kg of products. Able to communicate effectively in English. Can work with minimal supervision. FMCG experience ideal.

MERCHANDISING SUPERVISORS (01 NO.)

SALARY: SR 3,900/- P.M.

Diploma in Business Management or Business related certificates with 3 years experience in FMCG sales and marketing supervisory and experience as Lead Merchandiser in merchandising related job. Must be a computer literate and possess a driving licence. Age 30-40 years.

MERCHANDISERS (05 NOS.)

SALARY: SR 1,875/- P.M.

25-35 years with 2nd level education with 1 year experience in FMCG related job. Able to speak fair English and communicate effectively. Ability to lift over 25 kg of product case.

SHELF STACKERS (30 NOS.)

SALARY: SR 930/- P.M.

21-30 years old, junior high school level, able to lift 24 kg of products. Good spoken and written English. Experience not necessary.

PANEL BEATER (01 NO.)

SALARY: SR 1,560/- P.M. + SR 400/- as Food Allowance.

25-30 Years old. Technical Certificate in Auto Tinkering and Painting, minimum 2 years relevant experience gained from a reputable workshop, with valid driving licence.

MECHANICS II (02 NOS.)

SALARY: SR 1,350/- P.M. + SR 400/- as Food Allowance.

Ideal candidates should be Diploma holders from a recognized Technical College or Institute in Diesel Mechanics or Automobile Engineering. Should also have 3-5 years working experience in servicing, fault finding and the repair and maintenance of either heavy duty diesel engines, both mobile and fixed, or a large fleet of vehicle.

REFRIGERATION TECHNICIANS II (02 NOS.)

SALARY: SR 1,350/- P.M. + SR 400/- as Food Allowance.

Technical Certificate or Trade Qualification in Refrigeration and Air Conditioning preferred. Preferably with more than 3 years experience of fridge repairs and preventive maintenance.

PERSONNEL TECHNICIAN (01 NO.)

SALARY: SR 2,632/- P.M.

DRIVERS - GENERAL DUTIES (02 NOS.)

SALARY: SR 940/- P.M. + SR 400 as Food Allowance.

High School with and be able to speak, read and write English. 2-3 years experience in a similar environment and attend safety and first aid seminar workshops. Be proficient in driving and trouble shooting of light duty service vehicles.

ATTRACTIVE BENEFIT PACKAGES ARE ON OFFER FOR CANDIDATES WITH GOOD POTENTIALS

Terms & Conditions : Free food (or allowance), free medical, free accommodation, free transportation, working hours per day 8, working days per week 6, contract period 2 years (renewable), both way air ticket will be provided by the company, other terms & conditions as per gulf countries labour law.

Please call over immediately with 02 sets of type written bio-data's, relevant educational & work experience certificates & any other supporting documents with 03 white background PP size colour photographs for registration.

Sri Lanka's No.1 ISO 9001-2000 Certified Manpower Solution Provider Ever ...



HAL GROUP
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AL/867/lab/17/01/08