

**Build your career in 90 days!**  
**Do you have what it takes?**  
**MONEY - CAREER - OVERSEAS TRAVEL - A GOOD LIFE**  
**Are you making the most of your talents?**

We are market leaders in Sri Lanka, with over 25 years experience. We are a member of a major international group in Hongkong with over 24 branch offices throughout Asia

**KANDY, GALLE**  
**SALES EXECUTIVES (MALE/FEMALE)**

**Benefits**

- Unlimited income potential to earn up to Rs. 25,000/- pm
- Comprehensive & intensive training
- Basic Salary/Travel Allowances/Commission + Incentives
- Overseas Travel / Conferences for achievers
- Management positions within 6 months - 1 year
- Motor Bike/Car Allowances

**Requirements**

- Age above 21 years upto 30 years only.
- Minimum G.C.E (O/L) qualifications with pass in English.
- Good Communication Skills in English, Sinhala, Tamil
- Willing to work hard and build a career.
- Positive attitude and a pleasing personality.

**Join us!**

Experience is not compulsory, but will be an added advantage

Call for immediate interviews

Kandy Branch-077-0594272 or 071-2415751 or 091-9224333 or 091-9224333  
Galle Branch-071-4204876 or 071-9859-131 or 091-9639-375

No. 04, Station Rd, Richmond Hill, Wallewila, Galle.  
Website : www.gimneehouselearning.com  
or mail your CV to info@gimneehouselearning.com (under subject: jobseeker branch)

**Career Opportunities in Hospitality Industry**

**Wadduwa Holiday Resort Sri Lanka**

Luxury Forty Room Resort Hotel with Banquet facilities Situated in Wadduwa.

**We are looking to fill following positions.**

- Head Receptionist /GRO
- Receptionist
- Barman
- Cashier
- Gardener Supervisor

**The ideal candidate should meet following requirements:**

- Excellent Communication Skills.
- Experience in star class hotel.
- Age between 18 – 25

Apply with 2 non-related referees within 14 days of this advertisement and indicate the position applied for on the top left hand corner of the envelop.

**WADDUWA HOLIDAY RESORT**  
286/3 Galle Road, Thalpitaya North, Wadduwa  
Tel: 038 2232815, 038 2296834, 038 2284854  
Fax: 038 2284831  
E-mail: wadduwaresort@sltnet.lk  
Web – www.wadduwaholidayresort.com

**MEDICAL / PROMOTIONAL DELEGATES**

Galanica (Pvt) Ltd is a leading importer and distributor of Pharmaceuticals in Sri Lanka. Owing to the rapid expansion of our activities, we seek dynamic, result-oriented individuals with a flair for marketing to be appointed as Medical Delegates for our team.

**Minimum Requirements**

- Age between 18-22 years (School Leavers)
- G.C.E. (Advanced Level) subject in Bio Science with a credit pass in English at the G.C.E. (Ordinary Level) examination.
- Experience in selling pharmaceuticals will be an added advantage.
- You should possess a Driving/Riding licence.

Please apply on or before 12<sup>th</sup> July 2010

**Galanica (Pvt) Ltd.**

Marketing Manager  
No. 373, Wanawasala Road, Kelaniya.  
E-mail : galanica@sltnet.lk

**VACANCIES @ ABANS ELECTRICALS PLC SERVICE DEPARTMENT**

We are the service arm of the Abans Group providing a wide spectrum of products to our customers with utmost satisfaction. We are looking for candidates with following prerequisites to fill the positions mentioned below.

**Regional Managers**  
(Southern, Eastern, Central, Western Provinces)

**The ideal Candidates should have**

- Management ability on man handling and excellent administration skills
- Degree in Bsc, preferably Mechanical Engineering / NDT with hands on experience or any other professional qualifications related to AC, REF& Electronics.
- Excellent ability in customer service.
- Energetic & enthusiastic persons who can visit the field and deliver the results by coordinating service centers.
- Five years experience in similar capacity in a service providing organization with proven track record.
- Excellent communications skills & IT literacy.

Human Resources Manager,  
**Abans Electricals PLC - Service Dept.**  
506B, Galle Road, Colombo 6,  
hre@abanservice.lk

**Abans**  
Service Centers  
Always there to serve you better!

**EMPLOYMENT TIMES**  
MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

**Dealing with difficult employees**

By F. John Reh,

either case, take the appropriate amount of time to evaluate the situation before you act. You don't want to make it worse. Recognize that most employees can be "difficult" from time to time. This can be caused by stress on the job or away from it. Some employees are difficult more often than others. It is not always your least-productive employees who are difficult. So take a moment to evaluate each situation for the unique situation it is.

**Do your homework**

Always act on facts. Don't base your actions on gossip or rumor. The person spreading the gossip is a difficult employee in their own way. If you have not seen the inappropriate behavior yourself, look into it. Ask the people reportedly involved. Collect all the facts you can before you act.

Don't use the fact that you haven't seen the inappropriate behavior as an excuse to delay doing something. It is important to act promptly.

Make sure you aren't part of the problem. It will be much more difficult to remain calm and impartial in confronting the difficult behavior if you are partly responsible. If that's the case, be sure you acknowledge your role in it, at least to yourself.

**Develop a plan**

You're a manager. You know the value of planning. This situation is no different. You need to plan the timing of the confrontation.

You need to select a quiet, private place where you won't be interrupted. You need to decide whether you need to have others, like an HR representative, present in the meeting. Plan the confrontation and then make it happen.

When you have prepared, it is time to act. You do not need to act impulsively, but you must act quickly. The longer an inappropriate behavior is allowed to continue, the harder it will be to change it or stop it.

**Confront the problem**

Don't put it off. It may not be pleasant, but it's an important part of your job. It will not "fix itself". It can only get worse. You have planned this confrontation. Now you need to execute.

**Deal with the behavior, not the person**

Your goal is to develop a solution, not to "win". Focus on the inappropriate behavior; don't attack the person. Use "I" statements like "I need everybody on the team here on time so we can meet our goals" rather than "you" statements like "you are always late".

Don't assume the inappropriate behavior is caused by negative intent. It may be from fear, confusion, lack of motivation, personal problems, etc. Give the other person a chance to develop a solution to the problem. They are more likely to "own" the solution if they are at least partially responsible for developing it.

**Try to draw out the reasons behind the behavior**

As you talk with the difficult employee, actively listen to what they say. Stay calm and stay positive, but remain impartial and non-judgmental. Ask leading questions that can't be answered in one or two words. Don't interrupt.

When you do respond to the difficult employee, remain calm. Summarize back to them what they just said, "so what I understand you are saying is", so they know you are actually listening to them. If you can find out from the difficult employee what the real source of the inappropriate behavior is, you have a much better chance of finding a solution.

Sometimes these confrontations will go smoothly, or at least rapidly, to a conclusion. Other times it will require several sessions to resolve the problem.

**SRI LANKA AIR FORCE OFFICER VACANCIES DENTAL BRANCH**

Applications are invited for Male and Female Commissioned Officers in the Dental Branch of the Regular and Volunteer Force of the Sri Lanka Air Force

**PROFESSIONAL QUALIFICATIONS**

- \* BDS or equivalent with full registration with the Sri Lanka Medical Council
- \* Selected candidates will be commissioned in the rank of **Flight Lieutenant** in keeping with their qualifications and experience.

**OTHER REQUIREMENTS**

- \* Nationality : Must be a citizen of Sri Lanka.
- \* Civil Status : Married / Unmarried
- \* Age : Not more than 35 years as at 25 August 2010
- \* Height : Male 5' 5" and above  
Female 5' 4" and above
- \* Chest : Minimum 32" (Male)
- \* Weight : BMI =  $\frac{\text{Weight (Kg)}}{\text{Height (m)}^2}$  >25
- \* Vision Colour Standard: CP2
- \* Visual Acuity : Left eye 6/6 and right eye 6/6 (With or without spectacles)
- \* Gross pay including allowances will be approximately Rs. 51,000/-. Food, uniforms, accommodation, transport and medical facilities are provided free. For married individuals, an allowance of approximately Rs. 13,500/- is paid in lieu of food and accommodation.

**SPECIMEN APPLICATION**

- \* Full name (As per National Identity Card);
- \* Branch applied;
- \* Post applied;
- \* Permanent address;
- \* Nearest Police Station to permanent address;
- \* Present postal address;
- \* Telephone number;
- \* Date of birth;
- \* Height;
- \* Professional qualifications;
- \* Work experiences (Organization, duration & job description)
- \* Achievements in sports / extra curricular activities;
- \* Other achievements of note

I hereby certify and declare that the details furnished above are true and correct to the best of my knowledge.

Date: .....  
Signature of Applicant

\* The envelop should be marked "APPLICATION FOR COMMISSION IN THE DENTAL BRANCH" on the top left corner. Applications should be forwarded under registered cover to reach "CHIEF RECRUITING OFFICER, SRI LANKA AIR FORCE, EKALA, KOTUGODA" on or before 1200 noon on 15 July 2010.

**Group Finance Manager Offshore - South Pacific**

Our client is a growing and profitable Fiji based Group of Companies delivering high quality products into Fiji, Pacific Islands, NZ and Australian markets. The company has developed a new product range of ready to eat meals on par with other leading world manufacturers. Current turnover of the Group of the existing product range is in excess of \$US17m.

The Group Finance Manager will report to the CEO and key responsibilities covers preparation of monthly and annual accounts, statutory returns, financial and strategic planning, cash flow management, liaising with the bank and provision of advice to the Directors and Executive Team in financial matters. The incumbent will oversee all governance and financial reporting for the Group and will interface strongly within administration staff and operating subsidiaries in Fiji.

Team orientated, hands-on, energetic and dynamic qualified and experienced accountant (more than 7 years experience) are invited to apply. Background experience is flexible but experience within the manufacturing sector will be an advantage. Of more importance however is a track record of accuracy, reliability and timeliness in financial reporting. Experience in dealing with multiple entities will be particularly useful and a background from within a CA firm would also be an advantage. Tertiary qualifications are essential and the remuneration package is competitive and will include a company vehicle, housing and airfares.

If you have the skills and experiences please apply in writing to:

**DFK Oswin Griffiths,**  
P O Box 6077, Wellesley St., Auckland  
1141, New Zealand  
or email mkip@dfkog.co.nz

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