

ADMINISTRATION CLERK

A reputed and a well established company is looking for an Administration Clerk.

The minimum qualification for this position will be G.C.E. (A/L) examination with credit passes for English & Mathematics in G.C.E. (O/L) examination. Partly qualification in a recognized accounting body and previous experience in this field will be an added advantage.

Key responsibilities of the position include handling insurance claims, maintaining personal files, leave records, & Sinhala typing.

Preferably from Ja Ela & Kandana area.

He/She should be a team player.

Please send your CV to HRD Division, No. 775/5, Negombo Road, Mabile, Wattala.

**Calling all with
Courage compassion & Commitment**

- If you have time to spare 16 hours a month between 9:00am to 5:00pm
- Living in and around Colombo
- Willing to serve the society and help others over the phone
- Have a fluency in Sinhala
- Gain a better perspective of life
- Be a Volunteer Telephone Counsellor

Please Call Dinesh on 0772 388688
or E mail: 1333cccline@gmail.com

We need you to provide a nationwide service for those who seek our support in Telephone Counselling.
So let's Help and help ourselves
About us <http://cccfoundation.org.au/>



**Ceylinco Stock Brokers (Pvt) Ltd
VACANCIES**

Ceylinco Stock Brokers (Pvt) Ltd a reputed stock broking Company (a Subsidiary of NATION LANKA FINANCE PLC) with an island wide branch network, in its expansion drive is looking to recruit dynamic resulted oriented individuals for the following openings at its Head Office and branches.

INVESTMENT ADVISORS

COLOMBO / MATARA / KANDY / NEGOMBO & DAMBULLA

Individuals who have a desire to succeed and meet specified targets, with minimum GCE A/L qualification, preferably in possession of an Investment Advisor Certificate.

HEAD OF RESEARCH - COLOMBO

Candidates with excellent analytical skills holding a minimum qualification of CFA/CIMA

RESEARCH ANALYST - COLOMBO

CIMA qualified candidates with exposure in a similar environment will be preferred.

Selected candidates can look forward to a rewarding career with good prospects for advancement and above industry level remuneration packages and other privileges.

Applications to be addressed to the following within seven days of this advertisement indicating post applied for on the top left hand corner of the envelope / subject line of E-mail along with the names and contact numbers of two non related referees.

AGM - HR & Admin
Nation Lanka Finance PLC
No. 42, Guildford Crescent, Colombo 07.
E-Mail: careers@nlfpplc.com

FLX Graphic

TRAVEL TRADE VACANCIES

Join the Lotus team and discover how different we are.

We are one of the leading IATA Travel Companies in Sri Lanka offering specialized services to corporate and individual clients. To meet the demands of our expansion in operations we require high calibre professionals with suitable Airline / Travel experience and qualifications.

**MANAGER TOURS
(INBOUND / OUTBOUND)**

Candidates should have minimum 5 years experience

**TRAVEL EXECUTIVES (TICKETING)
TRAVEL EXECUTIVES (TOURS)**

Candidates should have minimum 2 years experience

TRAVEL ASSISTANTS

Candidates should have minimum 1 year's ticketing experience. School leavers will also be considered.

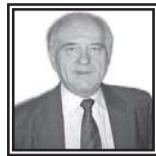
All applicants should be fluent in written & spoken English, be customer & sales oriented, possess a pleasant disposition and display strong interpersonal skills, must be Computer literate / experienced in GDS Operations.

Remuneration will be attractive & negotiable based on experience & qualifications.
Please forward your CV together with names of 2 non-related referees within 7 days.

Director (Administration)
Lotus Travel International (Pvt) Ltd
Level 4, J.R. Jayawardena Centre
191, Dharmapala Mawatha,
Colombo 7.
Tel : 2662690 Fax : 2662691



**STUDY, WORK & LIVE IN
CANADA
Asian Management Services**



Michael Couture
Director AMS

Immigration Consultant and former Trade Advisor to the Canadian High Commission
THE ONLY REGISTERED CSIC



**CANADIAN IMMIGRATION CONSULTANT
WHOSE PRACTICE IS HEADQUARTERED IN SRI LANKA**

**HURRY ! ONLY 1000 APPLICATIONS PER
OCCUPATIONS GLOBALLY**

**PERMANENT RESIDENCE - WORK PERMITS -
STUDY PERMIT - SPONSORSHIPS - PROVINCIAL
NOMINEE PROGRAMS - REVIEW OF REFUSED VISA -
VISITOR VISAS - TRAVEL DOCUMENT**

**FREE CONSULTATION, PLEASE CALL
268-8973 / 268-8974 / 0773 529 898**

**Centre for Canadian Academic and
Professional Services (CCAPS)**

35/2, Gregory's Road, Colombo 07.
(between Australian HC and Colombo International School)
E-mail: asianms@sltnet.lk / couture@sltnet.lk
www.cmi-icm.ca / www.csic-scci.ca / www.asianms.com
553-4602 / 552-4604 / 551-6225

Star Ads

VACANCIES

A LEADING COMPANY IN SRI LANKA, HAS THE FOLLOWING VACANCIES:-

01) SENIOR ACCOUNTS EXECUTIVES

IN QUICK BOOK ACCOUNTING ENVIRONMENT

APPLICANT SHOULD BE EXTREMELY COMPETENT WITH 4 YEARS, "HANDS ON" EXPERIENCE IN QUICK BOOK ACCOUNTANCY PACKAGE.

ALSO SHOULD BE WELL COMPETENT IN THE PREPARATION OF FINAL ACCOUNTS, AND COMPETENT TO HANDLE ALL ACCOUNTING FUNCTIONS OF THE COMPANY.

02) ACCOUNTS EXECUTIVES

IN QUICK BOOK ACCOUNTING ENVIRONMENT

APPLICANTS SHOULD BE WELL COMPETENT WITH 2 YEARS, "HANDS ON" EXPERIENCE IN QUICK BOOK ACCOUNTANCY PACKAGE. ALSO SHOULD BE WELL COMPETENT TO HANDLE ALL ACCOUNTING FUNCTIONS, CAPABLE OF PREPARING FINAL ACCOUNTS OF THE COMPANY. ALL STATUTORY PAYMENTS, INCLUDING EPF/ETF, PAYE, VAT, ESC, WHT AND IMPORT DOCUMENTATION.

CANDIDATES SHOULD BE SELF-MOTIVATED, HIGHLY CAPABLE AND BE ABLE TO WORK WITH MINIMUM SUPERVISOR.

ATTRACTIVE SALARY AND EXCELLENT CAREER PROSPECTS.

APPLY WITH COMPLETE BIO-DATA AND A TELEPHONE CONTACT NUMBER, TOGETHER WITH TWO NON RELATED REFREES.

C/O SUNDAY TIMES 549, P.O. BOX 644, COLOMBO

SRI LANKA INSTITUTE OF CREDIT MANAGEMENT

Incorporated under the

Sri Lanka Institute of Credit Management (Incorporation) Act, No. 7 of 2000



PART TIME LECTURERS AND RESOURCE PERSONNEL

The Sri Lanka Institute of Credit Management (SLICM) is a professional educational institute in Sri Lanka mandated by statute to undertake and regulate the professional education and training of persons desiring to study and qualify in Credit Management.

SLICM conducts a Diploma course in Credit Management which is a qualifying examination for Membership of the Institute which has a membership of over 500 Associates and Fellows.

Applications are invited from professionals with a proven track record in lecturing in any one or more of the following subjects to serve on its Resource Panel. Lectures are currently conducted on Saturdays and Sundays at the Institute auditorium at Havelock Road, Colombo 5.

- CREDIT MANAGEMENT
- LAW OF CREDIT MANAGEMENT
- BUSINESS LAW
- BUSINESS ENVIRONMENT
- BUSINESS COMMUNICATIONS
- ACCOUNTANCY & FINANCE
- MANAGEMENT PRICIPLES AND HRD
- INTERNATIONAL FINANCE AND BANKING
- RESEARCH REPORT

Apply with full details of qualifications and experience specifying the relevant subjects within 10 days to:

REGISTRAR
SRI LANKA INSTITUTE OF CREDIT MANAGEMENT
3RD FLOOR, NO 154, HAVELOCK ROAD, COLOMBO 5
TELEPHONE: 0115745854 & 0114512952
FAX: 0114512952
EMAIL: sliemsec@gmail.com

Musaeus College

Vacancy for the Head of the Primary Section

As a leading girls' school we are seeking a dedicated and experienced Head Mistress to be a member of a strong team.

The ideal candidate will have a minimum of a degree from a recognized University and a thorough knowledge of child psychology, with a minimum of 5 years hands on experience in a similar capacity, particularly relating to the management of the Primary Section.

The candidate we have in mind will be in the age-group of 45 to 60 years with a good working knowledge of English.

Please send in your application within a fortnight of this advertisement with the names of two non-related referees to the following address. The cover of the application to be marked "Application for Head Mistress"

**Chairman,
Musaeus College,
58, Rosmead Place,
Colombo 07.**

For better results advertise in The Sunday Times

MULTI DUTY CLERK

We are looking for a committed young lady residing closer to Rathmalana, below 25 years on contract basis - with

- A/L in commerce
- Fluency in English
- Computer literacy

Persons with disabilities are especially concerned - Salary negotiable
APPLY WITHIN 5 DAYS.

Shia 33, Raja Mawatha, Ratmalana
e mail: shia@shia.lk Fax 0112714500

VACANCIES

MARKETING ASSISTANT (FEMALE)
(Will be entitled for a vehicle with or without a driver)

SECRETARY (FEMALE)

QUANTITY SURVEYOR

TECHNICIAN



Green Homes
No. 11/1 A, Scofield, Place,
Colombo 3. Tel: 0777 399991

DATA ENTRY CLERKS

We are looking for females with a minimum two (2) years of experience in data entry. The ideal candidate should be able handle large volumes of data entry, liaison with sales representatives and executives with accurate and timely information.

Candidates living in the Dehiwala/Mount Lavinia vicinity are encouraged to apply.

Attractive salary package awaits the right candidate.

If you think you are the ideal candidate, please forward your CV to wusley@wusley.lk

British Early Learning School

Staff Vacancy

British Early Learning School is a private, exclusive Montessori located in a secure residential area of Battaramulla.

Below positions are vacant & to be filled immediately

• **Deputy Head Teacher/ Teachers**
must be AMI qualified & with experience. Knowledge of English is essential.

Please call for an appointment
0776 852323 / 0718 438016

GENERAL MANAGER

An established Jewellery and Trading Firm with several Retail outlets requires a gentleman below 45 years with sober habits to be overall in charge of their operations, spread-out in various locations of Leisure Resorts.

Minimum 5-10 years experience in Gems & Jewellery Trade and fluency in English are essential.

Trade related Professional qualifications; knowledge in German, French or any other languages, basic Accounting and computer literacy; will be an added advantage.

Selected candidate with remarkable credentials will be afforded opportunity to work overseas. Salary with other fringe benefits - negotiable.

Please apply with two-nonrelated Referees and expected salary to:

**Managing Director - Unixpo Group of Companies,
208, R A de Mel Mawatha, Colombo 3;**
Email: unixpos@sl.lk; within 10 days of this press notice.

**TO GET THE BEST RESPONSE
TO YOUR VACANCY ADS**

EMPLOYMENT TIMES
MAKING OPPORTUNITIES KNOCK ON YOUR DOOR