

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 downloaded documents and create a shortcut on your desktop so that you can easily access your information. Go one step further and create folders within your folder, each relating to a specific topic, i.e. industry news, marketing, accounting--decide what works best for your business!



- in your Favourites Folder in your web browser--bookmark those web pages that you find useful so that you can easily access 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 book-keeping system back on track!

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

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- Ability to assess competition and be futuristic in terms of business development and strategic focus to compliment and drive Sales for the brand.

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A mature and dynamic person with more than 05 years' experience in Marketing Real Estate or similar products and must be below 45 Years. Overseas experience of a similar nature will also be considered.

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Should possess excellent oral and written communicational skills in two languages and be computer literate. He must also be an independent thinker, a self-motivator and an person with excellent inter personal and public relations skills.

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Suitable Candidates can look forward for an attractive salary and vehicle allowance with a result oriented incentive scheme. Submit your Application with a Photograph and the names and contact numbers of two non-related referees within 10 days from this application to

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RECRUITMENT

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Please forward your CV and a passport size color photograph to below mention address within 10 days.

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work in an environment of infinite possibilities.

Brandix, Sri Lanka's largest apparel exporter, embraces the impossible and achieves the unattainable. Our champions are ordinary people who attain extraordinary results. We are adaptable, youthful and vibrant. With over 33 manufacturing facilities and 32,000 associates in Sri Lanka and overseas, we offer our people a world of opportunity.

We are looking for:

● Finance Manager - Brandix Lanka Limited

You will be responsible for the financial and management accounting function at Brandix Lanka. This will require a comprehensive understanding of controls, compliance, budgeting/forecasting, performance monitoring, reporting and analysis. You should be able to demonstrate and recommend the adequacy of systems, internal controls and metrics in order to bring about world class practices to the Group. The candidate should have a thorough knowledge of financial accounting processes to effectively institute operational and process controls for Brandix Lanka operations. In addition, the position requires extensive knowledge of local legal/tax requirements.

The ideal candidate should be a member of ACA, ACCA or CIMA with at least two years' experience in a similar capacity. You should be proactive, assertive and self-driven with the ability to work in pressurized situations. You should have the ability to deal with multi-disciplinary internal and external teams and be able to manage, motivate and develop your team for best results.

Unleash your talent by joining as a Finance Manager at Brandix Lanka and pave your career path to be a future CFO in the Brandix Group.

● Senior Manager - Group Compliance

You will be responsible for planning, implementing and monitoring the compliance program of Brandix. You will act as the point person for the Brandix Code of Conduct on social compliance and ensure compliance with external audit requirements related to social compliance - customer and independent accreditation bodies. You will coordinate with buyers on compliance requirements and implement/monitor compliance programs such as WRAP, SA8000, ISO, OHSAS etc. Monitoring the compliance systems of the Group, providing functional guidance and overlooking the compliance teams in SBUs will be a part of your job role.

The ideal candidate should possess a Bachelor's Degree from a related field with a minimum of 5 years' experience in compliance/production related areas in the apparel industry. An in-depth knowledge of accreditation requirements of WRAP, SA8000, ISO and exposure to global brand names such as Marks & Spencer, GAP, Victoria's Secret is essential. You should have strong communication and influencing skills.

This role will require extensive travel within Sri Lanka as well as overseas.

Email us your CV's within 7 working days of this publication, along with the names and contact details of 2 non-related referees.

blcareers@brandix.com



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