

ST APPOINTMENTS

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

Three key office systems you need to manage your business

These days we are so overloaded with information that it's easy to lose sight of the basics of running a business, and you very quickly become overwhelmed and suffer from information overload! Just take a look at some of the ebooks, products, courses etc. you have stored on your PC - I bet they all relate to marketing your business, getting more clients, increasing your income etc. but I bet NONE of them tell you how to manage your business!

Building a successful long-term profitable business isn't about "marketing" your business, it's about "managing" your business - the marketing comes once you have your management systems in place.

You cannot begin to market your business if you can't find the information you need, don't know who you are marketing to, and don't know where you are in your business.

So, let's go back to basics and take a look at the 3 key office systems you need to "manage" your business before you can start to "market" your business.

Filing Management System
Creating and maintaining a filing system is the very foundation that your business is built on, so this is the very first system you need to put in place - an efficient and effective filing system.

With a proper filing system in place you will very quickly and easily be able to find the information

you need, when you need it.

Contact Management System
After you've got your filing system all straightened out, you then need to set about organizing your contacts. This is another crucial area of managing your business. If set up correctly your contact management system allows you to:

- Keep a note of clients, potential clients, and colleagues contact information.
- Easily and effectively follow-up with a prospect.
- Locate critical client contact information quickly and easily.
- Build your business.

Financial Management System

The is the final key office management system you need to put in place for managing your business. Once you know where you are in your business financially, you will be able to much more effectively market your business.

Having up-to-date, critical, financial information available at your fingertips allows you to efficiently manage cashflow and be able to know straightaway if you can take advantage of opportunities that come your way.

So remember, go back to basics and first "manage" your business before you "market" your business.

IMMEDIATE VACANCIES

Computer Technicians: Should be capable to handle Software/Hardware installations and networking, work experience is not essential but the knowledge to handle is a must. English speaking, bike riding license & applicants around Kiribathgoda would be additional qualifications.

Coordinating Officer: Open for Male/Female, should be fluent in English and ability to coordinate with customers on computer maintenance and sales, previous experience in same capacity would be additional qualifications. Technolanka Computer Services (PVT) Ltd., 28D, Kandy Rd., Kiribathgoda.

NONDESCRIPTS CRICKET CLUB

Has a vacancy for an experienced Accounts Assistant who is capable of handling Monthly Accounts. He must have a sound knowledge in maintaining records pertaining to Store Keeping. Those who are interested may send their Bio Datas to:

**The Manager, NCC,
No. 29, Maitland Place,
Colombo 07.**



next Manufacturing (Pvt) Limited, is the leading supplier of high quality knitting and woven wear to our parent company Next PLC. UK, one of Britain's leading high street fashion retailers. We've been in Sri Lanka since 1994, rapidly expanding over the years.

We are constantly on the look out for suitably skilled and talented people to whom we offer great career opportunities. Quite simply we want the best people in the island working in our team.

PLANNING MANAGER

Ideal candidate will be an experienced planning manager capable of independently managing the production planning function in a high fashion, fast moving environment. He / She will be fully experienced in using the Fast React Planning tool and will possess excellent communication skills and be able to demonstrate a creative and innovative approach to resolving the issues and challenges of today's market place.

He/She should be a team player with knowledge of good written and spoken English.

VM OPERATIONS MANAGER

Our VM (Virtual Manufacturing) operation refers to our outsourced production through third party manufacturers that we produce on a CM basis.

Due to forecasted growth and expansion of this operation we have identified a vacancy for a VM Operations Manager. Supported by an experienced team the successful candidate will oversee all aspects of this operation - Managing both the day to day issues and the long term strategic development of this growing business. The role will suit an experienced business manager with a good understanding of the apparel industry, a working knowledge of the merchandising and planning functions and the ability to manage a diverse and logistically challenging operation.

Excellent career prospects with attractive remuneration packages await the right candidates.
Please send in your curriculum vitae by e-mail including two non-related referees.



Deputy General Manager - HR
Next Manufacturing (Pvt) Limited,
P.O Box 06, Ring Road 02, Phase 01, EPZ, Katunayake
E.mail : careers@NEXTmfg.lk



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 bookkeeping system back on track!

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



SRI LANKA AIR FORCE



OFFICER CADET VACANCIES

GENERAL DUTIES PILOT, EQUIPMENT, ADMINISTRATIVE, ADMINISTRATIVE REGIMENT, OPERATIONS AIR AND AIR FIELD CONSTRUCTION BRANCHES

Applications are invited for Officer Cadets in the branches given above in the Regular Force of the Sri Lanka Air Force

* **Bsc (Aviation Studies) Degree Entrant Qualifications (Accredited by the University of Kelaniya)**

General Duties Pilot / Equipment / Administrative / Administrative Regiment and Operations Air Branches

A minimum of six passes at the GCE O/L examination with four credits including credit passes in English language, Mathematics, Science and an ordinary pass in Sinhala / Tamil language in one sitting (additional and optional subjects not considered) and ordinary passes in three subjects at the GCE A/L examination in Physical / Bio Science / Commerce / Arts Streams (as applicable) in one sitting.

* **National Diploma (Technology / Engineering / Engineering Science) Entrant Qualifications**

Air Field Construction Branch

A minimum of six passes at the GCE O/L examination with four credits including credit passes in English language, Mathematics, Science and an ordinary pass in Sinhala / Tamil language in one sitting (additional and optional subjects not considered) and ordinary passes in three subjects at the GCE A/L examination in the Physical Science Stream in one sitting.

* **Non Degree Programme Entrant Qualifications**

General Duties Pilot / Equipment / Administrative / Administrative Regiment and Operations Air Branches

A minimum of six passes at the GCE O/L examination with four credits including credit passes in English language, Mathematics, Science and an ordinary pass in Sinhala / Tamil language in one sitting (additional and optional subjects not considered)

Note: The qualifications of the non degree programme advertised herein supersedes the non degree qualification advertised on this newspaper on 11 and 18 January 2009. Accordingly all applicants who applied to this scheme previously will be called for interviews based on the eligibility of the applicants qualifications.

OTHER REQUIREMENTS

- Nationality : Must be a citizen of Sri Lanka
- Civil Status : Candidates must be unmarried
- Age : Not less than 18 years and not more than 22 years as at 15 April 2009
- Height : 5' 6" and above
- Weight : BMI $\frac{\text{Weight(Kg)}}{\text{Height(m)}^2} < 25$
- Chest : Minimum 32"
- Vision Colour Standard : CP2
- Visual Acuity : Left eye 6/6 and right eye 6/6 (Without spectacles)

* Attractive pay with fringe benefits covering food, accommodation, transport, uniforms and medical.

SPECIMEN APPLICATION

- * Full name (As per National Identity Card)
- * Branch applied
- * Permanent address
- * Present postal address
- * Nearest Police Station to permanent address
- * Date of birth
- * Height
- * Telephone number
- * School attended
- * Educational qualifications (Ordinary & Advanced Level)
- * Achievements in sports / extra curricular activities
- * Details of previous service in the Armed Forces if any
- * 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

For further details see Government Gazette Number 1588 of 06 February 2009 and www.documents.gov.lk

The envelop should be marked **APPLICATION FOR CADETSHIP IN THE.....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 **12 February 2009**.

Web site: <http://www.airforce.lk>