

An excellent track record in the field, with agency experience in Computer Graphics, Handling Events and Supporting the Client service team.

Experience in making presentations, writing copies in English or Sinhala, will be an advantage.

Send your CV to:

The Managing Director,
ARTBOX ADVERTISING (PVT) LTD
No 30 Amarasekera Mw.,
Colombo 5.
E-mail : careers@artbox.lk



VACANCY FOR THE POSITION OF PROCESS ENGINEER

We are a 100% export oriented Company manufacturing cleaning tools and ancillary products. In line with our expansion plan, we are in the final stages of implementing a BOI approved venture with state of the art machinery and latest technology in order to further integrate our manufacturing process.

The ideal candidate should be:

- A degree holder in Chemical & Process Engineering with minimum results of a second class upper.
- Below 35 years of age
- Good knowledge of English Language is a prerequisite
- Possess strong leadership qualities, be self motivated.
- Be prepared to work with a high sense of responsibility with flexibility in working hours.
- Work experience will be an advantage


Successful candidates will be provided 'on the job' training in line with International standards Salary is negotiable and will commensurate with qualifications and experience.

Please post your CV to:



The Beira Group
Family Values - Professional Management

Manager - Administration
The Beira Group
Level 3 Parkway Building
No. 48 Park Street
Colombo 2



VACANCY ANNOUNCEMENT

Our Client, an internationally renowned research organization based in Colombo, focusing on historically sensitive theoretical and empirical social sciences research, is currently seeking qualified candidates for the following positions.

Finance Director

Reporting directly to the Executive Director the Finance Director will have the overall responsibility for all financial matters in the organization, including:

- ▶ Establishment and Implementation of Financial Policies, Systems and Procedures, ensure internal controls are in place, transactions are recorded in accordance with accepted accounting principles, protection and custody of assets, management of financial risk and ensure fiscal, statutory and legal obligations of the company are met,
- ▶ Financial Planning and Monitoring, including the preparation and submission of Annual budgets in consultation with programme staff, budgets for specified planning periods and projected cash flows, implementation and monitoring of the MIS,
- ▶ Financial Management, through ongoing cash flow analysis, liaising and negotiation with banks and investment consultants, submission of endowment accounts and establishing financial controls, overseeing the payroll administration, authorization and disbursement of funds, accounting for non cash transactions,
- ▶ Financial Support and Services and ensure Financial Accountability, preparation of information for Audits, liaising with Auditors, provide inputs for internal planning and decision making from a financial perspective, liaising with donors and donor contract management, liaising with Tax consultants, provision of information for Tax purposes,
- ▶ Provision of reliable and accurate Financial Information, including submission of Statements of Income and Expenditure, financial Summaries and Reporting to the Members of the Board, development of Annual Report, analytical information for decision making and provision of relevant information to Donors

Ideal Candidate would :

- ▶ Be a qualified Accountant possessing membership in a recognised accounting body (ACA or equivalent) in a managerial capacity in the private sector or in NGO sector
- ▶ Have minimum 5 years of relevant post qualification experience

Research Grants Administrator / Admin Manager

Reporting directly to the Executive Director the position will have overall responsibility for Research and Grants Administration and General Administration in the organization including:

- ▶ Responsibility for the efficient and cost effective administration function through development of policies and procedures, procurement management, management of support staff and ensuring proper utilization of Organizations assets,
- ▶ HR and personnel administration including management of recruitment process, personnel administration, staff performance appraisals and payroll related matters,
- ▶ Overall administration /logistical coordination support to the research staff and publications, ensuring research projects are administered in accordance with organization policies and procedures, liaising with the finance division and functioning as the Secretary of the Research and Programmes Sub-committee,
- ▶ Overall responsibility for research grants management and coordination of donor relations, including assisting with the preparation of grant applications, contracts and project budgets, monitoring project milestones and ensuring donor requirements are met, maintaining grant oversight and submission of donor reports.

Ideal Candidate would

- ▶ Have an MBA or related post graduate qualification
- ▶ Have at least 5 years experience in Human Resource Management, Finance Management and Project Management / Administration in the private sector or in NGO sector

(Both positions demand an excellent command of the English Language with the relevant IT skills)

Qualified candidates are invited to send their applications by email to info@stratinsp.com Indicating the position applied for in the subject line on or before 12th May 2010

Strategic Inspirations (pvt) ltd. provides consulting services in the areas of Strategic Planning, Human Resource Management & Development and Financial Management.
32/4 Bellanwila, Boralasingama, Sri Lanka
T: +94-11-4304667; www.stratinsp.com

EMPLOYMENT TIMES

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

Harness...

Contd. from P3
Elements in a Successful Employee Suggestion Program
I have seen few employee suggestion programs succeed, but the employee suggestion programs that did succeed shared common success elements. You may take a pause at the number of factors I consider significant to the success of an employee suggestion program, but these are factors common to any successful work process that takes employee time and offers the possibility for significant rewards and recognition. If you pursue an employee suggestion program, the following must happen for success.
Appoint a Cross-functional Suggestion Review Team
A cross-functional team must review the suggestions which must

be acknowledged within 48 hours. If this team is all managers, or all directors, it can be perceived as out of touch or blocking change. It will, however, have the power to implement the suggestions it receives. If it involves other employees, the process can be time-consuming and perceived to serve self-interests. Senior management agreement and ownership become a second step in the approval process. People on the team must be willing to change and willing to ask "why not" rather than "why?"

Finance, especially, and all other departments must be represented on the suggestion review team. If the managers or directors review meeting, the review must be part of a regularly scheduled meeting, with suggestions distributed and considered in advance. If the team meets more often than monthly, it becomes more work than people are usually willing to do. Rotate members of this team 4-6 times a year, but not all members at once, if a cross-functional employee team is your selected suggestion review vehicle. The choice of team members for the suggestion review team should reflect how business is generally accomplished in your culture.

START UP IN YOUR CAREER AND BE A PART OF THE "GROWING TEAM"

Be an achiever by stepping in to a successful career with Pioneer house International Ltd, A world leading solution providers registered with Time Warner Inc of USA and Educational Technologies of Hong Kong a pioneer who is 15 years in Sri Lanka in the business and 50 years in the world is looking for competent, result oriented players to fill the following vacancies.

TRAINEE MARKETING EXECUTIVES

The above position are open for young, energetic and out going males/females in the age group of 19-23 with high degree of drive and confidence, good communication and leadership skills. School leavers are encouraged to apply.

Remuneration
Salary + Fix allowance + Commission
And career ladder

MARKETING EXECUTIVES

- Energetic young females/males around the age of 23 to 35 years
- Good secondary education with G.C.E (O/L) and A/L Qualification
- Good communication skills in Sinhala, English and Tamil will be an advantage
- Minimum 2 years experience in marketing

Candidate should forward their complete curriculum vitae, contact telephone number and names of two non-related referees within 10 days of this advertisement to:

auamilia@gmail.com
or call for an appointment [0773434805](tel:0773434805)
The sales manager
Pioneer house
No 23E 1/1, Pagoda rd, Nugegoda.

Here are more ideas for designing and administering an effective employee suggestion program - beyond the suggestion box.

The process decided upon for the submission and review of suggestions in the employee suggestion program should be publicly communicated. Share all of the guidelines and especially, the goals that you are trying to accomplish, by starting an employee suggestion program.

Establish Guidelines for Your Employee Suggestion Program

You'll need to set guidelines such as which topics are open to suggestions. These will likely include ideas that affect cost savings, quality, productivity, process improvements, revenue-generation and morale-enhancement.

Otherwise, as a client in Florida discovered when he promised \$25 per employee suggestion: he received a series of employee suggestions such as: put an ice cream machine in the lunch room, put a com popping machine in the lunch room and any employee who meets their daily production numbers should be able to go home no matter the time of day.

An employee suggestion needs to be more than a suggestion. It must provide some detail about how the proposer thinks the suggestion should be implemented. It is easy to dash off an idea, I would require that additional detail accompany the idea - not a full blown action plan - but at least more detail than an idea. Definitely require the "why" and "how" the idea will impact the company, including a cost savings analysis. At the same time, within these parameters, the suggestion process should be simple. I once found a company that had a three page employee suggestion form whose managers wondered why they didn't receive any employee sug-



SERENE PAVILIONS
truly the exclusive boutique hotel



Vacancy for Manager – Sales & Marketing



Serene Pavilions is a unique boutique hotel, created to provide utmost privacy and unsurpassed comfort to its prestigious customers. It

is located in Wadduwa, facing the beautiful and serene palm fringed Indian Ocean, within 45 minutes drive from Colombo.

THE JOB.
The Manager – Sales & Marketing is responsible for achieving the budgeted occupancy and the average daily rate of the hotel, while encouraging excellent service to all guests. The Manager Sales & Marketing manages the sales efforts and marketing and advertising of Serene Pavilions in consultation with the Chief Executive to whom he/she reports to. The Manager Sales & Marketing will work closely with the hotel's preferred Travel Agents, Tour Operators and Customers.

- Must be able to work with minimum supervision.
- Command of the English Language, written and oral.
- Must be able to work flexible and extended hours.
- Strong organizational skills with attention to detail.
- Ability to work and make decisions under pressure.
- Highly motivated with leadership skills.
- Highly developed interpersonal/communication skills.
- Guest focused, Friendly, Co-operative and responsive attitude. Team player. Pre-Emptive/alert to customer needs.

JOB DESCRIPTION.

- Maintain ongoing strong communication links with all Travel Agents, Tour Operators and Customers.
- To provide all management information on a regular basis as agreed with the Chief Executive and ensure that all such information is accurate including Monthly Forecasts, Revisions etc.
- Carry out research on competitor performances, room rates and any information in regards to the development in the market.
- Maintain a positive image for the hotel in the market place.

PERSONAL SKILLS.

- Strong sales & negotiating skills.
- Efficient administration skills in order to maintain precise sales and management records.
- Good reader of people whilst providing effective training and understanding of individual strength & weaknesses.
- A pleasing and co-operative attitude.

CRITICAL QUALIFICATIONS.

- Excellent communication skills, both oral & written.
- Must be able to organize time effectively.

SALARY.
Negotiable.
Travelling allowance will be provided.

Applications forwarded within 07 days of this advertisement to:
The Deputy Chairman/Chief Executive,
Serene Pavilions (Pvt) Ltd.
No. 20, Upali Mawatha, Wadduwa. Fax : +94 38-2294450
Email : anuralokuhetty@serenepavilions.com Web site : www.serenepavilions.com