

# The Importance of...

**Contd. from page 02**  
Ask them to network with other employees using the outplacement service. Encourage them to form a community.  
Remind them to make and keep appointments with their counsellor and any job contacts that they find. Suggest that they map out what they want to accomplish with their counsellor, and bring a list of specific questions to each meeting. Recommend that they set a rigorous schedule for themselves and follow it. It's important for job seekers to keep a full calendar. Most importantly, remind them to take action. They shouldn't wait for others to take the first step.

Companies can assist the process by working in tandem with the outplacement service. Install a company bulletin board with advertisements for job openings at other companies. Designate some office space for terminated employees, giving them free use of personal computers, Internet connections, telephones, fax machines, and photocopiers. A bit of goodwill can go a long way as employees look for new opportunities at other places of employment.

As you can tell, a lot of planning is required before a parting of the ways can be done correctly. An outplacement service can be an important part of the process.  
Trinet.com

**Extra Income**  
**Freelance Sales REP**  
**ADVERTISING FIELD**  
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0718 157 157  
Mail: admin@cnet.lk

**Vacancy**  
**SALES REP**  
for Advertising firm in Borella.  
Submit your Bio-data.  
Tel:0115737974  
Mail: advertising@cnet.lk

**VACANCY**  
We are a group of companies in manufacturing and export business for over 30 years having more than 5 branches in Sri Lanka, including 2 diversified manufacturing plants and a technology company. Vacancy is for a Marketing Officer who is well conversant with technical specifications and operations of Industrial Machinery. It would be an added advantage if he/she has experienced in selling or providing maintenance in Machinery in Plastic/Packaging Industry. A rapid career path with regular promotions to a management position will be offered based on periodic sales performance.

**SALES ENGINEER**  
(Mechanical / Electrical / Machinery)  
Age below 35 years with excellent PR/Marketing skills. Minimum 2 years experience in Sales and/or maintaining machinery, especially for Packaging & Plastic Industry. HNDE, TTI, NDT, or City & Guilds would be an added advantage. Full or part qualification in Marketing. Ability to travel or drive to any part of Sri Lanka on pre-identified sales routes.

Those who possess only the technical qualification with working experience in packaging or plastic industry may apply for "Business Development Engineer"  
Remuneration includes a fixed monthly salary with Sales Commission and Collection Allowances. Sales Bonus over Quarterly Sales Volume.



Please send your detailed CV with particulars of expected remuneration to: DirectorHRD@hitechlanka.com

**VACANCY HR EXECUTIVE**  
Vacancy exists in a leading Electronic manufacturing Swiss Company (BOI), **Baseline Road, Daluwakotuwa, Kochchikade (Negombo)** for the post of Human Resources Executive (Female).  
For further details please refer the website : [www.topjobs.lk](http://www.topjobs.lk)

**WANTED SALES EXECUTIVE**  
**Hemachandras (Kandy) Limited**  
Jewellers  
For our jewellery showroom in Kandy, with minimum 5 years experience in the tourist trade and ability to speak several European languages.  
Salary +Sales Commission  
Apply with two non-related referees to:  
The General Manager,  
Hemachandras (Kandy) Limited,  
Jewellers,  
939,Peradeniya Road, Randy.

**IMMEDIATE VACANCY**  
**MECHANICAL FOREMEN**  
for a Workshop in Malabe.  
● NDT with 2 years, experience Or Foreman's Certificate with 5 years, Experience, in a Mechanical Production Workshop or Ranker with thorough knowledge in managing a workshop.  
● And 10 year's experience in a workshop of a recognized Company too will be considered.  
● **APPLY WITHIN 07 DAYS**  
Manager Human Resources  
**HELIX ENGINEERING (PVT) LTD**  
17, Horton Place, Colombo 07  
Fax: 2681710  
E-mail: [helix@slt.lk](mailto:helix@slt.lk)

**VACANCIES FOR EMPLOYMENT**  
IMMEDIATE VACANCY EXIST FOR AN EXPERIENCED VAN SALES REPRESENTATIVE FOR POWER TOOLS AND ENGINEERING TOOLS AND ALSO FOR AN EXPERIENCED SALES CLERK FOR POWER TOOLS AND ENGINEERING TOOLS IN WELL REPUTED COMPANY.  
WALK-IN INTERVIEWS AT No. 20 QUARRY ROAD, COLOMBO 12. MOBILE: 0714114786.

**IMMEDIATE VACANCIES @ KANDY**  
We are the leading resellers & wholesalers for genuine IT equipment and accessories from the world's best brands and looking for the under mentioned high caliber, dynamic persons to fill vacancies in our showrooms & service divisions.  
**SALES / MARKETING EXECUTIVES (MALE/FEMALE)**  
● Age between 20 -30 years, Minimum GCE (A/L) and IT (Valid riding license will be an added qualification).  
**HARDWARE AND NETWORK Technical Executive**  
● Sound knowledge in computer assembling, networking, troubleshooting.  
● Experience -Minimum 5 years in similar capacity, (Valid riding license will be an added qualification)  
**REGIONAL MARKETING EXECUTIVES (ISLAND WIDE)**  
● All applicants should be: Energetic, Process a Strong Personality, Able to market products and services.  
**TRAINEES (Opportunity to school leavers)**  
**SALES MEN (MALE/FEMALE)**  
● Age between 20 -25 years, Minimum GCE (A/L) and IT  
● Ideal candidate should be self motivated with flexibility, and possess a Strong Personality.  
**HARDWARE TECHNICIAN (MALE)**  
● Age between 20 -25 years, Minimum passed GCE (A/L) and IT  
● Valid riding license will be an added qualification.  
**ACCOUNTS ASSISTANTS (MALE/FEMALE)**  
● Age between 20-25 years, GCE (A/L), AAT stage ii  
● Computer literacy will be an added qualification  
Salary negotiable.  
Please forward your CV with 2 non-related referees within 7 days to the under mentioned address and mark the post applied for on the left hand corner of the envelope or email.  
**EXTREME**  
The Manager - Human Resources,  
Extreme Computers (Pvt) Ltd,  
No. 02, Lady Gordon Mawatha, Kandy,  
Mail - [careers@extremegroup.lk](mailto:careers@extremegroup.lk)

**DUBAI ABUDHABI**  
**SECURITY GUARDS**  
Fainaz Associated (Pvt) Ltd are the Suppliers for over 10 Major Security Companies in UAE. We are the Guaranteed Suppliers for our Principals  
QTY 40  
Age 25 - 50  
Salary DHS 2,770  
**Rs. 91,410**  
For 1<sup>st</sup> Batch Visa Issued  
FOR NEW BATCH INTERVIEW WITH FOREIGN PRINCIPALS IN AUGUST  
Please call over & Register Immediately  
TERMS & CONDITIONS Contract period of 3 yrs & renewable. Both way Air ticket would be free upon completion of 2 years of contract. Free decent accommodation & medical facilities. Working hours 12 hrs per day & 6 days per week all other terms and conditions as per U.A.E. labour law.  
Valid passport, educational, Employment certificates, and 02 passport size coloured photos  
**FAINAZ ASSOCIATED (PVT) LTD.**  
TRUSTED NAME OVER TWO DECADES  
No.262, DEANS ROAD, COLOMBO 10.  
Tel : 011 4337199 / 011 4338489  
e-mail: [serendib1966@yahoo.com](mailto:serendib1966@yahoo.com)  
(Maradana Suduwella in front of Fathima Church)

**ROMÂNIA**  
**Scavenger workers**  
Salary Euro 300 working 8 Hrs per day  
A special chance for valued Senagon VISA  
**26 countries**  
Contract period of 2 yrs & renewable. One way Air ticket would be free upon completion of 2 years of contract. Free decent accommodation & medical facilities. Cooking facility free. Working hours 8 hrs per day & 6 days per week all other terms and conditions as per Romanian labour law. AL/803/Adv:26/10  
**FOR A LEADING RESTAURANT CHAIN**  
45 **WAITERS** (සේවකයින්) (Male/Female) DHS 1200 Rs: 39,600  
02 **COFFEE MAKER** DHS 1500 Rs: 49,500  
03 **JUICE MAKER** DHS 1500 Rs: 49,500  
05 **RESTAURANT Supervisor** DHS 2000 Rs: 66,000  
age 20 - 45 AL/803/Adv:16/10

**Sri Lanka is making waves.**  
We at Jetwing are gearing up for what promises to be an unprecedented growth in the hospitality industry, and are on the look out for tenacious, creative young ladies and gentlemen, who aspire to be professionals and grow with us. The following vacancies exist in two of our Luxury properties in Negombo, which are to be reopened in December 2010.

**How about you?**

**FRONT OFFICE**  
Head Receptionist  
Receptionists  
Telephone Operator  
Bell Captain  
Reservations Assistant  
Bell Boy  
Doorman

**HOUSEKEEPING**  
Housekeeping Supervisor  
Linen Supervisor  
Butler  
Senior Room Boy  
Room Boys  
Room Maids

**KITCHEN**  
Pastry Chef  
Chef de partie  
Demi Chef de partie  
Commis 1  
Commis 2  
Commis 3  
Kitchen Stewarding Supervisor  
Kitchen Steward  
Kitchen Artist  
Kitchen Asst. Grade 2  
Kitchen Asst. Grade 1  
Kitchen Clerk

**FOOD & BEVERAGES**  
Restaurant & Bar Supervisor  
Banquet Supervisor  
Restaurant Captain  
Bar Captain  
Hostess  
Stewards & Stewardesses  
Barmen  
Room Service Waiters  
Asst. Stewards  
Asst. Barmen

**MAINTENANCE**  
Maintenance Supervisor  
Maintenance Asst. Grade 4  
Maintenance Asst. Grade 3  
Pool Attendant  
Life Guard  
Head Gardener  
Garden Asst.

**SPA**  
Spa Coordinator  
Spa Supervisor  
Spa Therapist

**ACCOUNTS**  
Night Auditor  
Accounts Asst. Grade 4  
Accounts Asst. Grade 3  
Front Office Cashier Grade 3  
Cashier Grade 1  
Front Office Cashier Grade 1  
Restaurant & Bar Cashier Grade 3  
Stores Helper Grade 1

**ADMINISTRATION**  
HR Assistant

If you think you are ready to join us, please present yourself with your CV, copies of your certificates and a passport sized photograph at the Jetwing Beach, Negombo on the following days:

Spa - 9.00 am to 12.00 noon on 14th August  
Front Office - 9.00 am to 12.00 noon on 16th August  
House keeping - 1.30 pm to 5.00 pm on 16th August  
Kitchen - 9.00 am to 12.00 noon on 17th August  
Food & Beverage - 1.30 pm to 5.00 pm on 17th August  
Maintenance - 9.00 am to 12.00 noon on 18th August  
Accounts & Admin - 1.30 pm to 5.00 pm on 18th August

**Human Resources**  
Jetwing Hotels Ltd,  
'Jetwing House'  
46/26, Navam Mawatha,  
Colombo 02  
[careers@jetwinghotels.com](mailto:careers@jetwinghotels.com)

**Jetwing Hotels**  
Sri Lanka

**VACANCY IN ABU DHABI U.A.E.**  
**POST OF ESTIMATOR / QUANTITY SURVEYOR**  
(For Roads and Bridges)  
Candidates should be thoroughly experienced & qualified.  
Salary negotiable and will not be less than the minimum stipulated by the Sri Lanka Bureau of Foreign employment.  
Free accommodation, medical and air ticket both ways will be provided. Two year contract. 8 hours working per day. Food included in the salary.  
Please e-mail/post or handover your application to;  
**SARATHI LIMITED,**  
50, HYDE PARK CORNER,  
COLOMBO 02.  
E-mail: [sarathilt@eureka.lk](mailto:sarathilt@eureka.lk)  
Labour licence No. 02 Approval No. AL/02/ADVT/ 11/10