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**OUR TEAM NEEDS A COACH**

TRADESMANN SL requires the services of an experienced

**SALES TRAINER**

Please apply with your credentials  
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DEPUTY GENERAL MANAGER - Sales Administration



Tradesmann is a diversified business model in Manufacturing, Trading & Distribution sectors since 1956

THE TRADESMANN SL (PVT) LTD  
40, Borupana Ferry Road, Ratmalana.



www.tradesmann.com

**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.

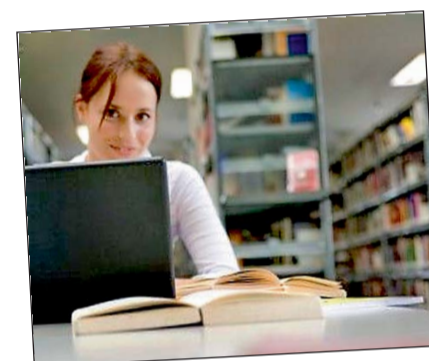
You cannot begin to market your business if you can't find the information you need, don't know who you are marketing to, and don't know where you are in your business.

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.



**Immediate vacancy for Sub editors**

The Daily Mirror Life desk is looking to recruit sub editors preferably between the ages 18-30.

The post will entail editing articles relevant to the Life supplement.

Candidates should;  
Have an excellent command of and be competent in the English Language  
Have a keen eye for mistakes  
Have the ability to work under strict deadlines

Previous sub editing experience would be an added advantage.  
grammar and spelling will be tested at the interview.

If interested, email your CV's to [dailymirrorlife@gmail.com](mailto:dailymirrorlife@gmail.com)



**VACANCIES**

**TOUR GUIDE LECTURERS**

We are looking for self motivated, enterprising personnel to join our team as **National Guide lecturers**.

The ideal candidate should have a valid license with work experience in a similar capacity. Applicants should be fluent in written and spoken English. Knowledge in any other foreign language will be an added advantage.

Also required are licensed; **Owner/Chauffeur Guides** possessing vehicles in good condition. Applicants should be fluent in written and spoken English. Knowledge in any other foreign language will be an added advantage.

Please send your resume by post, email or fax within 7 days of this advertisement.



**United Holidays (Pvt) Ltd., HR Department**

16-2, East Tower, World Trade Center, Colombo 01.  
Fax: 011 5220030 E-mail: [hr@unitedholidays.lk](mailto:hr@unitedholidays.lk)



**World Vision**

Help us to keep them smiling....

Children by their very nature are the most vulnerable group in any community. We at World Vision are passionate about caring for them and ensuring them a life in all its fullness.

At present we assist more than 150,000 children and their families in over 1,200 villages throughout Sri Lanka, empowering them to improve their lives.

World Vision is a Christian relief, development and advocacy organization dedicated to working with children, families and their communities worldwide to reach their full potential by addressing the causes of poverty. We serve all people regardless of their ethnicity, gender, caste or religion.

World Vision Lanka has been in Sri Lanka since 1977, and has relief and development projects spread across the country.

**World Vision Lanka has vacancies for the following positions in its Public Engagement Department. The department brings together several key support functions within the organisation including policy and advocacy, communications, corporate partnerships and external relations.**

**ADVOCACY CO-ORDINATOR**

World Vision's advocacy work is all about bringing positive change to marginalized communities. We are looking for a dynamic and experienced individual who has a passionate interest in working to eliminate poverty and injustice.

The ideal candidate will have at least three years experience in advocacy work, preferably at grassroots level. He/She should have strong communications and networking skills and exposure to policy analysis and campaigning. The candidate must be able to demonstrate mature judgment and sensitivity in humanitarian situations.

**COMMUNICATIONS CO-ORDINATOR**

The communications team produces a wide range of materials to showcase World Vision's work around the country. We are looking for an individual with experience in media or communications to join our dynamic team.

The candidate must have a flair for writing both news and human interest stories. He/She should also be willing to work under pressure and meet tight deadlines. Experience in graphic designing and social media would be advantageous.

- Requirements:**
- ❖ Degree or Diploma in a relevant field
  - ❖ Minimum three years work experience
  - ❖ Competency in use of MS Office software

**Location: Colombo, with frequent travel to the field**

**Closing Date: 6th March 2011**

World Vision Lanka offers a competitive remuneration package based on individual competence and skills. If you meet the above criteria please apply with your CV along with names and addresses of **three non-related referees** to;

The Director - People & Culture,  
**World Vision Lanka**  
1119/2/1, Maradana Road, Colombo 8.  
E-mail: [vacancies\\_wvlanka@wvi.org](mailto:vacancies_wvlanka@wvi.org)

**Kindly mark the post applied for on the top left corner of the envelope or in the subject line of the e-mail.**

This offer of employment is made contingent upon the successful completion of all applicable background checks, including criminal record checks.

World Vision is committed to the protection of children and does not employ staff whose background is not suitable for working with children.

World Vision is an equal opportunity employer.

www.sarna.lk

**Stewardesses Wanted**

- Age: 18-35 Years
- Salary & Other payments
- Free Board, lodging & foods

No. 26, Palmyrah Mawatha, Colpetty, Colombo 3.

**Tel: 011 2504376, 0777 704804, 0714124199**

We are looking for a skilled marketing and business development executive to launch products for a multinational company. The individual should be focused and driven to boost sales. Proficiency in English and a basic knowledge of computer skills is necessary.

The job entails a basic salary+commission based on productivity and sales turnover.

Please email cv's to [info@greenplanet4ever.com](mailto:info@greenplanet4ever.com) with recent photograph. Applications close on 2<sup>nd</sup> March 2011.

**Tel: 2422725, 2329707.**

**Post of Senior Manager (ADMIN)**

A vacancy exists for a professional with Administrative skills in a well established publishing company based in the suburbs of Colombo.

The Applicant should have the requisite experience, be fluent in English and also be able to handle correspondence independently.

The person we have in mind would be of impeccable integrity, have good interpersonal & PR skills.

He should also be prepared to provide his services on similar lines to an associate company in an allied business.

Age 35-50 years.

An attractive salary package awaits the right candidate.

Please apply within 10 working days from the appearance of this advertisement with CV and the names and addresses of two non related referees.

please indicate "Post of Senior Manager (Admin)" on the top left hand corner of the envelope.

D.G.M. (HR & Admin)  
P.O. Box 1458,  
Colombo 02.

**Make Sri Lanka ONE BIG CLASS ROOM**

**Chairman - Academic Advisory Council**

It is a part time assignment. He/She will chair the council meetings and Advice the Board of Directors on Academic matters. He/She will head the curriculum development Board also as the Director General. Preferably ideal candidate should have PhD. (Minimum Msc) in IT / Education / Engineering or Technology. We will select one and other qualified candidates will get invitation to become council members.

**Director Education**

Full time assignment. He/She will be in charge of day to day activities including finalizing courseware, Train the Trainer programs and monitoring. Must be qualified in IT with at least MSc or equivalent Industrial Qualification.

**Course Director - Language Studies**

Part Time Assignment- He/She will be in charge of all language programs including our onsite and online Elocution programs. Must have relevant qualifications exposure to the BPO training is an added qualification but not a must.

**Creative Director - Courseware Development and Advertising**

Full time assignment - He/She will be in charge of all creative paradigm. Must have knowledge on all media and backed with a relevant qualification or portfolio of experience.

**TV Channel Senior Editors - Switchers**

Must have experience as an editor or switcher for at least 3 years. Post production abilities also will be considered.

**Senior Web Developer**

Must have at least 3 years experience in a professional web developing environment. Real exposure to the latest technologies is a must. Creative ability is also not an option.

**Creative Artists / Visualizes (Senior 1 post - Junior 2 posts)**

Must have relevant experience. Past Profile is very important.

**Sinhala Typesetter / Page Makers / Digital Artists**

At least 1 year relevant Experience- Must be able to work independently and if needed on week ends.

Please send your Bio Data within 10 days of this advertisement to [academictv@yahoo.com](mailto:academictv@yahoo.com) Please include show reels or profiles also for the relevant posts if available. Fax: 011 2805145