

EMPLOYMENT TIMES

Sunday March 06, 2011

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, e-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:

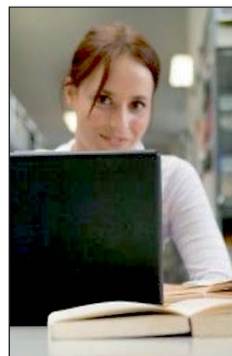
- Keep a note of clients, potential clients, and colleagues contact information.
- Easily and effectively follow-up with a prospect.
- Locate critical client contact information quickly and easily.
- Build your business.

Financial Management System

This 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 cash-flow 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.



LYCEUM Vacancies

For full time

Specialized Teachers for Inclusive Education in

1. Dyslexia
2. Down's Syndrome
3. CP
4. ADHD
5. Speech Therapy
6. Occupational Therapy

Attractive remuneration.

Apply to: Managing Director,

Lyceum International School, 3/1, Raymond Road, Nugegoda.

Please mention "Post of Teacher - Specialist" on top left hand corner.

VACANCY

ASSISTANT SALES MANAGER SALES EXECUTIVE

A Leading Logistics Provider in Sri Lanka requires the services of the above personnel to develop the business of the Company.

The suitable candidate should have:

- Professional marketing qualification
- Excellent command of the English Language
- Ability to work independently on Microsoft Word and Excel.
- Experience in the logistics/transport field will be advantageous.
- Under 35 years of age.

An attractive remuneration package awaits the right candidate, including a fuel and maintenance allowance.

Please forward your application within 07 days, with 02 non related referees to:

The Personnel Officer,
5A, 2nd Floor, Austin Place, Colombo 08.
Email: bway@sltnet.lk

Vacancies in Population Services Lanka

Population Services Lanka is a dynamic reproductive health organization working in Sri Lanka for more than two decades. We are a marketing focused, results oriented social enterprise that delivers efficient, effective and high quality reproductive health services throughout the country.

We are seeking talented individuals with excellent leadership skills and significant experience to fulfil bellow vacancies.

6 Medical Officers (Full Time):

Required MBBS qualification and registered with Sri Lanka Medical Council.

Location - Mannar, Vavuniya, Puttalam, Trincomalee, Horowapathana and Akkaraipattu.

Marketing Manager:

Required Minimum 10 years experience in FMCG organization managing sales force and implementing marketing activities. Would be an advantage to have accounting, management skills and managing distributors across the country.

Marketing Coordinator:

Based in Colombo with considerable travel.

Human Resource Manager; is responsible to Plan, direct, and coordinate human resource management activities of the organization to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.

2 Project Managers:

Based in Colombo with considerable travel. Excellent skills in Report writing are required.

2 Field Managers:

Location - Mannar, Vavuniya, Puttalam, Trincomalee, Horowapathana and Akkaraipattu.

2 Drivers:

Location - Trincomalee, Akkaraipattu.

2 Attendants:

Location - Puttalam

These positions attract a competitive salary and benefits package, and are a tremendous opportunity for self development.

We are offering you the opportunity to take your career to the next level, whilst putting your skills to use assisting us to achieve our Mission of 'Children by Choice, not Chance'.

Closing Date: 21st March 2011

To apply refer to:

Director Finance & Operations,
Population Services Lanka,
No.155 Kirula Road, Narahenpita, Colombo 5.
Email: careers@pslanka.org

JEBZ

QUICK BOOK ACCOUNTING VACANCIES

A well established firm in Colombo has the following vacancies:

Accounts Executives

Applicants should be well competent with 3 years experience in Quick Books Accountancy package. Also should be well competent to handle all accounting functions, capable of preparing final accounts of the company. All statutory payments, including EPF/ETF, PAYE, VAT, ESC, WHT and Import Documentation.

Candidates should be self-motivated, highly capable and be able to work with minimum supervision.

Attractive salary and excellent career prospects.

Apply with complete Bio-Data and a Telephone contact number, together with two non-related referees.

C/o Sunday Times

STM 517, P.O.Box 644, Colombo 2

VACANCY



The Ceylonese Rugby & Football Club is in the lookout for a **Chief Executive Officer** to be responsible for the overall day to day functioning of the Club. The candidate should be a suitably qualified and mature individual with a proven track record as an Administrator in the Private or Public Sector.

The CEO will report to the General Committee of the Club and take charge of General Administration, smooth functioning of the Bar & Restaurant, overlook the development of the Sport Complex and Finances of the Club.

The package includes an attractive salary, a vehicle allowance and other perks in keeping with market rates.

Those interested may apply under registered cover within 7 days of this advertisement. Applications should be addressed to;

The General Secretary
Ceylonese Rugby & Football Club
28 Malalasekera Mawatha
Colombo 7.

Canvassing will be a disqualification.

Can you see things in a different light?

Numbers, facts, charts and forecasts are your expertise. But you not only see the present and interpret them, you can also sense possibilities and opportunities, essential to keep an ever-growing business, proactive and on the right track!



Director Finance

The Company

Ceylon Biscuits Limited is a Sri Lankan success story, with a range of fast-moving consumer goods manufacturing businesses under its umbrella.

The Group has ambitious plans for expansion both locally and overseas.

Position

A challenging opportunity has arisen for an energetic and committed individual to be a member of the senior management team. The duties of the role include, but not limited to:

- Provision of sound strategic and commercially savvy advice to the management
- Development of an effective financial strategy for the Group
- Coordinating the strategic planning and risk management processes
- Forex management
- Tax management
- Fiscal policies
- Cash and treasury management
- Financial and management information

Person

You will be a member of a professional accounting body, with an overall experience of 10-15 years of which 5 years should be in a senior management position. You should be a skilled negotiator, a first-class communicator, driving and motivating your team towards achieving greater heights. Experience in a manufacturing environment with an ERP system will be preferable.

Benefits

You will receive an attractive remuneration package which will be negotiable. You will be joining a successful and growing business with potential for further career advancement.

Please send your complete resume with contact details of two non-related referees within 10 days of this advertisement to the Chairman, Ceylon Biscuits Limited at df@muncheelk.com.

