

### Dealing with...

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 When you do respond to the difficult employee, remain calm. Summarize back to them what they just said, "so what I understand you are saying is", so they know you are actually listening to them. If you can find out from the difficult employee what the real source of the inappropriate behavior is, you have a much better chance of finding a solution. Sometimes these confrontations will go

smoothly, or at least rapidly, to a conclusion. Other times it will require several sessions to resolve the problem.  
**Repeat as necessary**  
 Minor problems, like being late for work, you may be able to resolve with a simple chat in your office with the employee. An office bully, who has used

that behavior successfully since elementary school, may need more than one confrontation before a solution can be reached. Be patient. Don't always expect instant results. Aim for continuous improvement rather than trying to achieve instant success.

### BUSINESS DEVELOPMENT ASSISTANTS

Bitumix (Private) Limited, the leader in the processed Bitumen products market in Sri Lanka, continuing to build upon their success, seeks appointment of dynamic, proactive and results oriented individuals as Business Development Assistants to cope up with the market demand and expansion plans of the company. Several vacancies exist; including one for Tamil speaking individual to be based in the Northern Province.

The ideal candidate would be below 30 years of age with good A/level and a qualification in Marketing. Those with minimum of two years institutional sales experience in the construction product field are preferred. Required to be a good team player and possess excellent communication skills, positive attitude, passion for meeting challenges with courage and determination. Should be prepared to work till late hours and to travel extensively.

An attractive remuneration package (including a company maintain motor bicycle) and fast track career prospects are on offer to the right candidate.

Apply within 10 days of this advertisement with detailed CV indicating two non related referees to:-



**BITUMIX (PRIVATE) LIMITED**

Director,  
**BITUMIX (PRIVATE) LIMITED,**  
 Templeburg Industrial Estate,  
 Stage 2, Panagoda, Homagama.  
 Email: ashoka@bitumix.lk Website: www.bitumix.lk

### VACANCIES IN DYE HOUSE

#### DYE MASTER

#### DYE ASSISTANT

#### DYE SUPERVISOR

Well Experience in Textile Dye Processing (Knitted Fabric), able to manage production Target & Labour control independently. Water treatment activity and manage the plant is a added advantage. Suitable qualification in similar field. Salary negotiable for right person.

**M.G. Industries (pvt) Ltd.**  
 76A, Kawdana - Attidiya Road,  
 Dehiwala.

Email: mgijobs@gmail.com

## Team up with Union Bank

www.unionb.com



### VACANCIES

**Union Bank of Colombo Ltd** which commenced banking operations in Sri Lanka 15 years ago has rapidly grown to be the most promising and fast developing Private Commercial Bank in the Country catering to a niche covering broadly the small and medium enterprises and personal segments of customers whilst also ensuring the best attention for its corporate clients. With fresh capital infusion, a new strategic plan and a growing network of branches across the Country, the Bank is set to be a financial powerhouse emulating the highest standards of banking and finance in our Country. The Banks recent Initial Public Offering (IPO) was oversubscribed by over 350 times demonstrating a high level of public interest. With our rapid expansion, we require dynamic and result oriented individuals who could fit into the following positions.

#### SNR. MANAGER – INFORMATION TECHNOLOGY

##### THE JOB

##### THE JOB HOLDER SHOULD BE ABLE TO FULFILL THE FOLLOWING REQUIREMENTS.

- Knowledge in Business process modeling /design technologies.
- Knowledge in Application integration concepts.
- Knowledge in connecting with external interfaces with ISO standards.
- Knowledge in programming concepts, ideally working experience as a Software Engineer for some years.
- Project management skills by handling industry large applications.
- Presentation Skills.
- Systems Analysis and Gap analysis skills.
- Knowledge in databases such as ORACLE, DB2.
- Knowledge related to web systems ATMs, Palm top Applications, POS Systems, GIS tools, Cloud Computing and other new technologies.
- Knowledge in Networking concepts.
- Knowledge in hardware and latest storage devices.
- Knowledge in Banking applications.

##### QUALIFICATIONS

Candidates must possess a Bachelor's Degree in Information Technology from a recognized University or should have the full professional qualification of the British Computer Society.

##### EXPERIENCE

Apart from the above, candidates must have hands on experience in a senior executive capacity for at least 5 years with the ability to assist the Head of IT in software development, systems migration, network related matters, LINUX/CISCO switches and routers, AS400 applications etc.

A high degree of problem solving skills, ability to meet targets, and excellent communication skills are essential.

**Upper Age Limit – 45 years**

#### DEALER

Applicants should be able to Trade in Government Securities as well as Corporate Debt and display knowledge in Foreign Exchange Trading. The successful candidate should be dynamic, result oriented and be able to work independently. Experience should cover at least a period of 5 years in a similar position.

Applications should preferably have a degree in Economics/Financial Management from a recognized University and Certification in A.C.I. (Dealing Certificate)

**Upper Age Limit – 40 years**

##### REWARDS

Attractive remuneration packages with perquisites as well as staff loans at concessionary interest rates are available for these positions depending on qualifications, experience & overall knowledge and skills in the respective areas.

Applications must be forwarded with names of two non-related referees within 7 days of this advertisement to reach the following address. The post applied for must be marked at the top left hand corner of the envelope;

Vice President,  
 Human Resources, Admin & Business Support,  
 Union Bank of Colombo Ltd,  
 15A, Alfred Place, Colombo 03.  
 Email : jobs@unionb.com

# URGENT

We need...  
**Graphic Designers\***



Typesetting  
**ENGLISH**  
 සිංහල  
 is a  
**MUST**

If you got what we want:  
 send us your CV to [graphic.hit@gmail.com](mailto:graphic.hit@gmail.com)

Are you  
 willing to  
 face the  
 challenge ?



## Public Relations and Communication - Specialist

Eurocenter DDC Ltd is a software engineering company of international repute, with offices in Colombo and Oslo, Norway. We have been in operation since 2000 and are a BOI approved company. We provide software services to the European market and have built a reputation of being a high quality and reliable software company among our customers.

##### The Role

The successful candidate is expected to independently develop and implement the company PR and Communication strategy. Due to the diverse nature of the role, he/she is expected to have a wide experience in the relevant field.

##### Job Requirements:

- Have a minimum of 5 years of relevant PR and Communication experience.
- Coordinate, manage and maintain relationships with broadcast and print media.
- Draft/edit company press releases to a high standard, consistent with company communication and editorial guidelines.
- To represent the company – as a spokesperson - at media briefings (press, radio and television) and corporate/public events.
- Be responsible for all online promotional marketing including regular communications such as electronic newsletters.
- Manage and maintain company social media channels.
- Possess excellent communication (written and verbal) and presentation skills.
- Be able to execute media campaigns and advertisements.
- Have a BSc degree in Communications or in a related field or CIM .
- Experience in Event Management would be an added advantage.

Age should be preferably below 35 years.

He / she will receive a competitive remuneration package as per industry standards along with other fringe benefits.

If you are confident that you are the ideal candidate for this position, e-mail your resume with a recent photo and two non-related referees, stating "Public Relations and Communication-Specialist" in the subject line within 10 days of this advertisement, to [careers@eurocenter.lk](mailto:careers@eurocenter.lk). Only shortlisted candidates will be notified.

**EUROCENTER DDC**  
 SOFTWARE ENGINEERING COMPANY  
[www.eurocenterddc.com](http://www.eurocenterddc.com)

**Microsoft**  
 GOLD CERTIFIED  
 Partner