

Sunday May 15, 2011

## Confidentiality and your employees

No company wants to lose its valuable sensitive information to a competitor; potentially creating negative client situations and compromising future growth. The vigilant protection of company information is an issue that needs to be discussed with employees during their employment and, more especially, as they are leaving your employ. What practical and legal steps can you take to guard your company's secrets?

### Start at the beginning

The best time to have an employee agree to confidentiality obligations is right at the time of hire. Managers (or HR professionals) should have employees sign a confidentiality agreement unless they have already signed a document with confidentiality provisions during the interview process.

At times, it may also be desirable for a company to require stronger post-employment restrictions, such as non-compete obligations, on a key hire. In most states, non-compete agreements are fairly routine. For example, in California, the conventional wisdom is that enforceability is limited-which is generally true. There is, however, some belief for enforcing agreements that do not actually prevent that restricted employee from earning a living within his or her field.

### What are trade secrets, really?

The core of confidentiality obligations is the protection of trade secrets. While many states have statutes to help protect trade secrets, specific confidentiality provisions in the terms and conditions of employment reinforce those protections, calls them to the employee's attention, and binds the employee to them using the employee's signature.

A trade secret may consist of any formula, pattern, device, or compilation of information which is used in one's business and which gives the employer an opportunity to obtain an advantage over its competition. Generally, a trade secret is a process, device, or information intended for continuous use in the operations of the business.

Trade secrets can include customer lists, pricing structures, business strategy, marketing plans, financial information, product development strategy, intellectual property, current and anticipated research and development, and inventions.

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We are one of the leading organizations in Food Industry specialized in manufacturing of Cookies, Wafers & Cakes. We invite applications from suitably qualified individuals who are self motivated, proactive, dedicated and dynamic to take over the following positions.

### ASSISTANT MANAGER - RESEARCH & DEVELOPMENT

You are required to work with the existing R & D team in conducting researches on Product Development, Identification and Implementation of process improvements, introduce advance technology for productivity enhancements, Adopt new knowledge applicable to Company business needs that eventually will result in new improved products, processes, systems & services that can increase Company sales & profitability.

#### Requirements:

- B.Sc Degree in Food Science & Technology.
- Sound communication skills and computer applications.
- 03 years experience in working with a research team or a Kaizen team in any discipline.
- Age below 40 years.

### ASSISTANT MANAGER - PRODUCTION

You are required directing all resources in efficient and effective manner to ensure that Company manufacturing objectives are achieved 100%.

#### Requirements:

- B.Sc Degree in Food Science & Technology or any equivalent academic / professional qualifications with 03 years experience in Food Industry.
- Sound communication skills and computer applications.
- Knowledge of MRP and ISO.
- Leadership Skills.
- Age below 40 years.

An attractive remuneration package above industry standards & other fringe benefits along with career development prospects are on offer for the right candidate.

Forward your complete CV with contact details of two non-related referees to reach the address mentioned below within 10 days.



The General Manager

### LITTLE LION ASSOCIATES (PVT) LTD

No. 105, Vivekananda Hill, Colombo 13. E-mail: nalani@littlion.lk

## CHEERS!

Asia Pacific Breweries (Lanka) Limited, a part of Asia Pacific Breweries, Singapore, is a leading multinational operating across Asia. APB operates 29 breweries across 13 countries with market leadership positions in many. APB Lanka operates a brewery in Mawathagama in Kurunegala district and has established an Island-wide distribution network. Head office is situated in Colombo with finance, sales and marketing functions.

Applications are invited for the following positions from candidates who look forward to a challenging career with a growing multinational organization.

### ASSISTANT MAINTENANCE MANAGER

He will take overall responsibility of asset care, plant and equipment maintenance and utilities management with the support of a capable team of engineers. The candidate should be below 35 years and will be based in Mawathagama brewery. The candidate should have:

- A minimum 5 years' experience in the area of plant maintenance and preferably in food or beverage industries
- Experience in managing projects relating to supply chain/production area
- Exposure to ISO and TPM environments will be an added advantage

### MANAGEMENT TRAINEE - PROCUREMENT

He/she will join as a management trainee to the finance team and will be attached to the procurement function. The candidate should be below 27 years and will be based at the head office in Colombo. The ideal candidate should have:

- A desire to build a career in procurement and finance areas
- Those who are full or part qualified in procurement, logistics, supply chain management, CIMA or CMA will be eligible to apply
- Any work experience in procurement or supply chain related functions will be an added advantage

### FINANCE EXECUTIVE

He/she should be below 27 years and will be based at the head office in Colombo. The ideal candidate should be:

- Part qualification from ICASL, ACCA or CIMA
- With 3 years work experience
- Having hands on experience in General Ledger, Taxes and ERP solutions

### SALES EXECUTIVES

Candidates should be below 25 years and should be willing to work in any part of the country. Potential candidates should have:

- Proven track record in sales
- Minimum 2 years' experience in FMCG or beverage industries (experience in liquor industry will be an advantage)
- Self motivated and result oriented
- Fluency in spoken and written Sinhalese and English languages (fluency in Tamil will be an advantage)

If you are the right person, please send your CV within 7 working days to:  
Tharangi.Kapugedara@apblanka.lk



### ASIA PACIFIC BREWERY (LANKA) LIMITED

548/B, Nawala Road, Rajagiriya.  
www.apb.com.sg | www.drink-savvy.com



### FREE LANKA TRADING COMPANY (PVT) LIMITED,

With the largest portfolio of Wines and Spirits in Sri Lanka, And years of experience, have carved a niche for ourselves In the Import, Distribution and Marketing of imported wine & spirits. We invite applications from you, for the following post, to market international brands of liquors and syrups.

### BAR MANAGER / BAR SUPERVISOR / BARTENDER

You should Posses following requirements:

- Minimum Five years experience in Bartending.
- Candidate will be based in Colombo
- Fluency in written & Spoken English.
- Age below 40 years.
- Selling Experience is an Advantage
- With valid Driving / Riding license.

Apply on or before 21<sup>st</sup> May 2011

### Free Lanka Trading Company (Pvt) Limited,

Prince Alfred Tower,  
Level 03, No. 10,  
Alfred House Gardens, Colombo 03, Sri Lanka.

Phone: 2 552141, 4 523600, Fax: 2 552140

E-mail: itdept@freelanka.com, managedutyfree@freelanka.com

## INVESTMENT BANKING

Capital Alliance (www.capitalalliance.lk) is a fast growing, highly profitable full-service Investment Bank with an excellent IPO and Private Equity deal franchise. We are now looking for high achievers to round out our recently expanded team.

The selected candidates will be responsible for all types of Capital Markets and Corporate Finance activities including Initial Public Offerings, Business Valuations, Mergers & Acquisitions, Private Equity etc. reporting to the Head - Capital Markets.

### SENIOR FINANCIAL ANALYST - CAPITAL MARKETS

The right candidate will have:

- An analytical mind, creativity and drive.
- A demonstrated record of high academic and professional achievement.
- An undergraduate degree or a professional qualification in a relevant field.
- A minimum of 2 years work experience.
- Strong analytical skills, be highly numerate and MS Excel proficient.
- Strong oral and written English communication skills.
- To work independently to meet deadlines.
- A 'team player' mindset.

What you will do at Capital Alliance:

- Prepare regulatory and marketing materials (i.e., Information Memoranda, Prospectuses, Investor Presentations) for equity and debt issues.
- Create and build Excel earnings forecast models and industry spreadsheets.
- Undertake industry and competitive assessments.
- Interact with clients to understand requirements and manage projects to smooth completion.
- Liaise with regulators, professional advisors and senior colleagues.
- Articulate investment ideas persuasively to investors.

### FINANCIAL ANALYST - CAPITAL MARKETS

The right candidate will have:

- A history of academic excellence.
- Strong numerical skills and proficiency in MS Excel.
- A 1st Class honors degree or have completed a professional qualification with distinction.
- Strong oral and written English communication skills.
- A passion for problem solving, a commitment to learning, a strong work ethic and absolute attention to detail.
- Relevant part or full-time work experience.

What you will do at Capital Alliance

- Assist in the preparation of marketing documents and regulatory filings.
- Build and maintain Excel earnings forecast models and industry databases.
- Carry out research using the Internet, company annual reports and market research.

Successful applicants will have the opportunity to work and train under Investment Bankers with deep international experience, in an exciting and competitive environment. They will earn an excellent remuneration package.

Interested candidates are invited to send in their 1 - 2 page Curriculum Vitae and cover letters to arrive within ten days of this advertisement to [capitalmarkets@capitalalliance.lk](mailto:capitalmarkets@capitalalliance.lk) or addressed to:



Head - Capital Markets  
**CAPITAL ALLIANCE GROUP**

Level 5, "Millennium House",  
46/58, Nawam Mawatha, Colombo 02.

### MANAGER BUSINESS DEVELOPMENT / RECRUITMENT

We are a leading recruitment firm having operations in Singapore and India, working with many multinational clients in IT, Banking, Hospitality, Manufacturing and other industries.

We are looking for a Experienced/ Motivated, fluent in English to head / start our operations in Colombo. You will be responsible for Business Development and deliver recruitment services to clients. You will travel extensively within Sri Lanka and sometimes abroad.

Experience in any industry are eligible.

Candidates who own a car / bike are preferred.

Kindly forward your resumes to

bharath@humaninterface.com.sg

### Tele-Sales Staff Wanted

Telesales people wanted to call prospects in USA and UK and speak with a bubbly, confident voice over the phone

We don't need your academic qualifications

We need your VOICE - EARS PERSONALITY - SALES SKILLS



English speakers  
No Boring People  
Must be exciting  
Must have tone

Offices in Colombo and Kandy

Call James:  
077 205 8725 or 071 160 1037  
james@real-skill.co.uk

### VACANCY

A leading logistic company is looking for candidates for below mentioned positions.

#### 1) Account Assistant (Female)

With AAT or other similar qualifications, knowledge of English & Microsoft Office packages.

#### 2) Trainee Transport Assistant (Male)

Candidates should be below 30 & with a valid motorbike license. Preferable in Wattala area. Experience in similar field is an added advantage.

Send your applications to,  
**MYL Logistics (Pvt) Ltd.**  
No. 40/2, Perera Mawatha,  
Pelawatha, Battaramulla.