



Sri Lanka Institute of Marketing (SLIM) founded in 1970 with the vision to nurture the skills of marketers for the growth and development of the profession. SLIM was subsequently incorporated by act 41 of 1980 of the parliament of the democratic socialist republic of Sri Lanka. SLIM is a member of the Asia Marketing Federation (AMF) and is the National body of marketing in Sri Lanka.

Personal Assistant to CEO

Purpose

To ensure that official activities of CEO are recorded and kept in confidence while in charge of correspondence of the Council and Executive Committee. Needs to maintain a good rapport with stakeholders of SLIM and practice an effective communication strategy.

Key functions

- Ensure that minutes of all meetings are accurately, recorded and distributed among participants on time and schedule meeting with adequate notice to participants.
- Council and Executive Committee meetings are held after office hours hence required to say back at least 4 days pr month.
- Person we have in must be flexible and free from any encumbrance to effectively and efficiently carryout task entrusted.
- Secretarial qualifications with good A/L results would be suited and qualifications in marketing would be a definite advantage.
- Knowledge of English in both spoken and written must be of high standard to achieve dsired result.
- At least 02 years work experience in a similar capacity will be an added advantage.

Please forward your CV clearly mentioning your current employment details and 02 non-related referees to the following address or email to adminhr@slim.lk within 07 days of this advertisement.

Manager - Administration & Human Resource
SLIM Head Office
94, Ananda Rajakaruna Mawatha
Colombo 10



Production Executive Quality Controller Accounts Executive Machine Mechanic Part-Time Pattern Makers

- 3 - 5 years experience in garment industry.
- Should have technical knowledge in both woven & knitting garments
- Degree/Diploma from a recognized university would be an added advantage.

Apply within ten days with two non related referees, indicating the post applied on the left corner of the envelope to;

**The Human Resources Manager
Risel Clothing (Pvt) Limited
158 2/1, Old Negombo Road,
Ja-ela.**

POSITIONS VACANT PAWNING ASSISTANTS (FEMALES)

**A well reputed pawning
centre requires the above
should be only from
Kiribathgoda,
Kalaniya, Borella.
Apply on or before
06-07-2011 (Wednesday)
apply with
Contact numbers:**

**No: 259 C,
Sir Danister De Silva
Mawatha, Dematagoda,
Colombo - 8**



LUXE ASIA is a Destination Management Company handling inbound tourists from globally generating markets in to Sri Lanka & Maldives.

We are on the lookout for dynamic & result oriented individuals to grow & develop with us as we reach for greater heights.

TOUR EXECUTIVES

- Minimum 2 years experience in the inbound tourism industry
- 20 – 28 years of age
- With G.C.E. (A/L) qualifications
- Good command of the English language
- Computer literacy

TOUR ASSISTANT

- School leavers
- 19 – 25 years of age
- With G.C.E. (A/L) qualifications
- Computer literacy
- Good command of the English language

Interested candidates should forward their CV's with names and addresses of two Non-related referees within 7 days of this advertisement to careers@luxeiasia.lk

(We will correspond only with applicants short listed for interviews)



Expolanka founded in 1978 is a leading conglomerate in Sri Lanka and operating in 12 countries, is engaged in diverse business sectors and primarily focused on Transportation, Manufacturing, International Trading and Strategic Investments



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HEAD OF MARKETING

A good educational grounding including full CIM, UK qualification or an equivalent in the marketing of financial services is an essential prerequisite. Better still if you are armed with a MBA from a well recognised university. A proven track record of success over a minimum of 5 years in a similar role in a financial services organization and a flair for marketing strategies that will set the tone and propel the marketing team to reach greater heights would be necessary.

This is a senior position in the organization that offers the ability to initiate, build and manage brands.

If you are a man of integrity and have the passion and drive to succeed here is the call for you.

Applicants should forward their Curriculum Vitae within Ten days of the publication of this advertisement addressed to ;



Director/Chief Executive Officer
ORIENT FINANCIAL SERVICES CORPORATION LTD.
N0. 46,48, Dr. N M P erera Mawatha, Colombo 8
email: orientleasing@slt.net.lk

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Sri Lanka's largest and most successful Life Insurer, CEYLINCO LIFE, is a mega brand icon in the local Insurance sector and a benchmark for innovation, product development, customer orientation and professional development. The Company has won many International and local awards for Corporate Citizenship & Brand image. It is no surprise then, that we are the Market Leader. Due to rapid expansion in our operation, we have vacancies for individuals who wants their careers to fly high.

The company seeks high calibre, dynamic individuals with exceptional interpersonal skills to join our head office.

PORTFOLIO MANAGER

Ideal candidate will be responsible for managing a sizable portfolio of the company's investment fund and will also be responsible to identify, analyze and recommend suitable investment opportunities to the investment committee of the company.

Qualifications & Experience :

- 2 to 3 years work experience in capital markets.
- CFA fully qualified.

Other Skills required :

- Excellent analytical skills
- Excellent Communication and negotiation skills.

MANAGER INTERNAL AUDIT

The candidates should have exposure to computer assisted audit techniques. The ideal candidate should be prepared to travel throughout the branches located island wide and the ability to coordinate audits taking place at multi locations and supervise staff are essential prerequisites.

Qualifications & Experience :

- A member of The Institute of Chartered Accountants of Sri Lanka
- Should have professional experience at a recognized firm of Chartered Accountants
- Should have minimum of 02 years post qualifying experience with the audit sector.
- Applicants with professional qualifications in Information Systems Audit would be preferred.

Other Skills required :

It is essential that applicants should be able to demonstrate a good command of written and spoken English.

Remuneration negotiable for both the positions & include company maintained cars.

If you feel that you measure up to our requirement, please send your resume to the below address with contact details of two non related referees to reach us within ten days of this advertisement. Please mention the post applied clearly on the top left hand corner of the envelope or the subject line of E mail

**Senior Manager - Human Resources
Ceylinco Insurance PLC
Ceylinco Life Tower
No.106, Havelock Road, Colombo 05.
E-mail : jobs@ceylife.lk**

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