

Employment Opportunities

STUDENT CO-ORDINATOR CUM PERSONAL ASSISTANT

Mind-ventures educational services, a leading academic & professional educational services providing institution is looking for young, smart and energetic men to work as a student co-ordinator & the personal assist (PA) to the course director & other lecturers in his daily course work and classes.

The ideal candidates should be

- ✓ G.C.E.(A/L) commerce stream or minimum G.C.E (O/L) qualified with passes for first language, Mathematics & English.
- ✓ Good communication skills in multiple languages, including English.
- ✓ Good computer skills (MS office & windows-7 packages)
- ✓ Willingness to follow instructions properly, learn on-the job & perform multiple tasks with flexibility
- ✓ Should be willing to work on weekends
- ✓ Valid driving license (light vehicle & riding) added advantage

The selected candidates will be given necessary training and provided with an attractive salary including other incentives & all benefits according to standard Labour Regulations.

All CV's/ Applications should be attached with a recent PASSPORT size COLOUR PHOTO & the post you're applying for should be clearly mentioned.

The General Manager
Mind-ventures Reprography Services (Pvt) Limited
 No.108/B1 Maya Avenue, Colombo 06
 E-mail- mindsgroupjobs@gmail.com

DRIVERS

- ◆ Age above 40 years with 5 years experience
 - ◆ Fluent in English
 - ◆ Very good knowledge about Colombo area
- For Australian BOI Company
- Tel: 0112 548800**
Fax: 0112 548855

HOUSE MAID

- ◆ House maid for foreigner's apartment at kaduwela.
 - ◆ Fluent in English
- Tel: 0112 548800**
Fax: 0112 548855

VACANCIES

Colma is one of Sri Lanka's leading commercial interior design and contracting companies. We specialise in transforming office spaces with our creative and practical interior solutions. To service our growing customer base, we call out to experienced and dedicated professionals to join our team.

Chartered Architect

- The applicant should have at least 2-3 years of experience working in the interior design field.
- Be able to communicate and deal with clients independently and be responsible for the design, costing and execution of a project.
- Be familiar with tender procedures and guidelines applicable to interior design projects.
- Be computer literate and able to generate free-hand drawings in addition to being familiar with AutoCAD/Microsoft Office packages to work effectively in a computerized environment.

Interior Designer

- The candidate should possess a diploma or similar qualification in interior design or related field.
- Be computer literate and be able to generate his/her own AutoCAD drawings.
- Possess excellent communication and co-ordinating skills in order to liaise with clients, contractors and suppliers.
- Be in a position to travel to projects outside of Colombo when necessary.

If you fit the profile, please apply in writing by email or regular mail within ten (10) days of this advertisement, with two non-related referees to:

COLMA PRIVATE LIMITED

#98 Havelock Rd, Colombo 05 T: 2594667/ 2594669
 E: info@colma.lk W: www.colma.lk

VACANCIES

Modern Reprography Services Company (Professional photocopying, Duplo, printing, binding etc.) in Colombo 06, is looking for young and energetic persons

(01) Service Support & Customer care Staff

Qualifications : GCE (O/L) (Preferably with Mathematics & English). Also Basic Computer Skills & Experience in similar capacity will be and added advantage

The Job : Handling customer orders for Duplo, Photocopying, Spiral, -binding services & e-mail printing orders. Should be willing to work weekends.

Selected persons will be given necessary training on the job and attractive salaries, incentives & other benefits based on standard labour regulations. Please post or email your CV with a recent pass-port size colour photo

(02) Driver : With Basic experience, Decent person, age bellow 40, prefer resident from Colombo or nearby suburbs (please call 2530135 / 0777418477 for interviews)

Director Operations
Mind - Ventures Reprography Services (Pvt) Ltd
 108/ B1, Maya Avenue, Colombo 06
 E-mail: mindsgroupjobs@gmail.com



Country General Manager

Our client, one of the outstanding players related to Software Solution Industry with a strong financial backing, is looking for an outstanding professional with a proven track record of achievement to take up the above position.

This key management position requires:

- Create a superior customer service delivery, well-organized operational mechanisms and a smooth cash flow management achieving an acceptable ROI with a strategic focus ensuring sustainable competitiveness and overall performance excellence;
- Provide excellent management leadership in utilizing and developing the capabilities of the company and partner with clients in assessing their business needs and implementing the appropriate business solutions.

The ideal candidate should:

- Be a Graduate in Business Administration stream of or equivalent streams; having an MBA would be a distinct advantage.
- Have at least ten (10) years of progressive experience in the Information Technology industry or equivalent, preferably at similar position is desired.
- Have a strong consulting background and business acumen, with proven track record of successfully designing, selling and delivering high-value solutions, preferably for high value customers.
- Have proven leadership skills with excellent communication, negotiation, problem solving, and mentoring skills with the ability to motivate others individually and as a team.
- Be an open personality, who will be an advocate and learned in new technologies and e-commerce business models with excellent customer management.
- Have a significant experience in managing profit and loss in a service operation.

The successful candidate would be provided with a competitive remuneration package in par with the industry standards and other fringe benefits.

Applications together with Curricula Vitae and contact details of two non-related referees, quoting relevant Reference Number ES08/11362 and position on cover letter or subject of the e-mail, should be forwarded to the address below within five working days.

KPMG Executive Search (Private) Limited,
32A, Sir Mohamed Macan Markar Mawatha, Colombo 03.
 E-mail: esearch@kpmg.com
 Website: www.lk.kpmg.com

Applications will be treated confidentially and only the short listed applicants will be contacted.

© 2011 KPMG Executive Search (Private) Limited is a subsidiary of a sublicensee of KPMG Ford, Rhodes, Thornton & Co., a Sri Lankan Partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. All rights reserved.



Chief Executive Officer

Our client a public quoted, growing financial institute provides a variety of services from finance leasing to a range of loans. Currently they seek a suitably qualified, committed, dynamic professional with "hands on" experience and proven track record of achievement for the above position.

The ideal candidate should be:

- * Possessing a degree / Professional Qualification in Business Administration / Finance; preferably with an MBA or Postgraduate Qualification;
- * Possessing a minimum of 15 years experience in the financial services sector at senior executive level out of which at least 2 years should be at a similar position in a registered financial institute / banking institutes;
- * An excellent communicator, negotiator, strategist with a strong business acumen;
- * Outstanding analytical skills and familiarity with modern business concepts together with good interpersonal skills;
- * Possessing the ability to work with multi disciplinary teams;
- * Ideally be around 45 years of age.

The successful candidate would be provided with a competitive remuneration package in par with the industry standards and other fringe benefits.

Applications together with Curricula Vitae and contact details of two non-related referees, quoting relevant Reference Number ES02/11312 and position on cover letter or subject of the e-mail, should be forwarded to the address below within five working days.

KPMG Executive Search (Private) Limited,
32A, Sir Mohamed Macan Markar Mawatha, Colombo 03.
 E-mail: esearch@kpmg.com
 Website: www.lk.kpmg.com

Applications will be treated confidentially and only the selected applicants will be contacted.

© 2011 KPMG Executive Search (Private) Limited is a subsidiary of a sublicensee of KPMG Ford, Rhodes, Thornton & Co., a Sri Lankan Partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. All rights reserved.