

# VACANCY Secretary.

Established Business Group with diversified business interests seeks an efficient female Secretary for a Directress. She should be experienced (minimum 03 years) competent in English, stenography and computer literate. Age preferable under 30 years with a pleasant personality. Please forward your resume within 07 days with contact details of two non-related referees to the following address:-

**Managing Director,  
Sun Match Co., (Pvt) Ltd.,  
No.318, D.S. Senanayake Veediya, Kandy.**

## TEACHERS & STAFF WANTED

For an high standards educational institute in Seeduwa.

- ✓ Cambridge – Edexcel – Local (English Medium)
  - A/L – Maths & Physics
  - Grade 3 – 10 French
- ✓ Cambridge – Edexcel –
  - Grade 1-4 English
  - Grade 5 -6 Science & Maths
  - Grade 7 -8 Maths & Physics
  - Grade 8 Commerce
- ✓ Local (English Medium)
  - Grade 6 -9 English

### Receptionist

Male / Female – Computer Knowledge & Fluency in English a must. Experience in Quick Books accounts software or basic knowledge in accounts will be an added qualification, but not compulsory. No experience needed.

**Leads International Education & Training Institute – Seeduwa**

Call :

**0713-71 0000 / 0714-710000 / 0722710000**

## SHIPPING VACANCIES

FREIGHT FORWARDING/NVOCC AGENCY REQUIRE SALES & MARKETING EXECUTIVES

**APPLY: METRO INTERNATIONAL ASIA (PTE) LTD**  
E-MAIL: [sec@metro-asia.com](mailto:sec@metro-asia.com)  
FAX: 011 2387158

We are looking for you ....



Joyau Jewellery Collections is a proven leader in the Sri Lankan Jewellery industry has the following vacancy.

### Senior Assistant Accountant

He / She has to prepare timely financial statements, budgetary control & coordinate with various departments of the company & effectively manage the functions of the Finance Division

### Applicants Profile :

- Part accounting qualifications of a recognized accounting body
- Be computer literate and have excellent knowledge of Quickbooks and ACCPAC
- Should have experience in the preparation of management accounts
- Should be highly committed to quality work with excellent analytical and communication skills
- Ensure timely delivery of reports to management and meeting statutory deadlines
- 3 to 5 years experience in similar capacity
- Age between 30-40 years

An attractive remuneration package will be offered according to industry standards & other fringe benefits along with career development prospects are on offer for the right candidate.

Detailed CV with contact details of two non related referees should be sent by post within 07 days of this advertisement to,

**The General Manager  
Joyau Jewellery Collections., 73 , Horton Place, Colombo 07.**

Please indicate the post applied for on the upper left hand corner of the envelope

**An ATL/BTL Ad Agency is on the lookout for a**

# Graphic designer



should be a creative out of the box thinker who performs well under pressure and is great at multi-tasking. A good Knowledge of English is essential. Previous Agency experience will be advantageous.

If you fit this profile email your CV / Portfolio to:  
[jansen.marlon@yahoo.com](mailto:jansen.marlon@yahoo.com)  
[marlon@threeoh.lk](mailto:marlon@threeoh.lk)

**Join HSBC – be part of one of the world's leading banking and financial services organisations**

HSBC Group Service Centres provide valuable support to HSBC customers across the globe. It is the largest, captive, banking and financial services offshore organisation in the world, and an important constituent of the HSBC Group. We are present in seven countries, with 21 Group Service Centres and over 33,000 skilled professionals.

At HSBC Group Service Centres, we encourage you to expect more opportunities from your career. We have a rewarding work culture and multifaceted employee practices, which drive individual performance and maximise business contributions worldwide.

We are now looking for responsible candidates who can deliver world-class financial services from our Group Service Centre in Colombo.

### Customer Service Executives

- Excellent oral and written English skills
- GCE Ordinary Level (including Credit in English) with one year of work experience or GCE Advanced Level with a minimum of two Passes (main subjects)
- Flexibility to work shifts

### Fund Administrators

- GCE Advanced Level in Commerce and Accounting or Preliminary stage of professional/academic qualification (eg CIMA/ACA/ACCA foundation levels)
- MS Excel and Word skills
- Basic accounting knowledge
- Excellent oral and written English skills
- Flexibility to work shifts

For further details log on to [www.hsbcglobalresourcing.com](http://www.hsbcglobalresourcing.com)

or contact the HR team on 0115580000 extension 2415/2767

Walk-in interviews between 9 am and 4 pm on Saturday, 14 January 2012, at HSBC Electronic Data Processing Lanka (Pvt) Ltd 439 Sri Jayawardenapura Mawatha, Welikada, Rajagiriya, Sri Lanka. Candidates who are unable to attend the above session may walk-in with a resume on Tuesdays or Thursdays between 3 pm and 5 pm.



# Employment

**WANTED DOCTOR FOR O.P.D.**  
071-8410924  
OXFORD LANKA

### Post of Industrial Relations Advisor - The Employers' Federation of Ceylon (EFC)

The candidate must be an Attorney-at-law, preferably with some experience in labour law and industrial relations. Age profile should be between 25 to 45 years. This position will entail appearances in Labour Tribunals, Department of Labour and giving verbal and written advice on employment related issues in respect of members of the EFC.

Applications should be addressed to the Director General, EFC under confidential cover and sent in by 17<sup>th</sup> January 2012, or via e-mail to [ravip@empfed.lk](mailto:ravip@empfed.lk).

**Director General  
The Employers' Federation of Ceylon  
385 J3, Old Kotte Road, Rajagiriya**

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