

the SUNDAY TIMES Employment

IMMEDIATE VACANCIES FOR SECRETARIES
 3 Vacancies - Microsoft Office is Essential.
 Experience /Shorthand Would be helpful.
 Salary/Benefits- above Rs.18,000/-
 Age 26 to 35. Email CV with photo to:
 jobadds232@gmail.com

WANTED
1. FINANCE MANAGER
 Must be Chartered or CIMA qualified with minimum five years experience in the manufacturing and export trade.
2. TRAINEE TEA TASTER CUM BUYER
 School leavers, fluent in English and interested in pursuing a career in the tea field.
 Apply with in 07 days
 The Director
 P.O. Box 1871
 Colombo 1.

POST OF HOUSEKEEPER (Female)
 Applications are invited for a company bungalow in Colombo a Housekeeper (Female) with minimum 3 years experience in house keeping duties & maintenance of house keeping accounts, preferably below the age of 50 years.
 Good secondary education with ability to write and speak English is essential. Applicants with professional qualifications and/or Secretarial experience will be given preference.
 Please apply with complete bio-data giving contact telephone number, and names and addresses of two non-related referees within 10 days of this advertisement to :
 The Director
 P. O. Box 71, Colombo.

Photo TECHNICA
 THE CAMERA PEOPLE - Since 1958
 We are looking for result oriented, self motivated individual for following positions in our team,
Senior Executive - Brand & Marketing (Male)
 • 4 years of previous experience
 • Qualified CIM/SLIM
 • Very good communication & interpersonal skills
Junior Executive - Sales & Marketing
 • 2 years of previous experience
 • Part Qualified SLIM or relevant professional Qualification in marketing
 • Very good communication & interpersonal skills
Accounts Executive
 • 1 - 2 years of previous experience
 • Age between 22 - 27 (Female)
 • Completed AAT
 • Part qualified ICASL/CIMA/CMA
 • Proficient in English
 Please forward your C.V within 7 days of this advertisement to,
 admin@phototechnica.com or phototec@dialogsl.net

Spring Summer VACANCY
 An opening is available for the post of Manager at our clothing outlet in Bambalapitiya. Experience in the fashion industry and ability to speak well in English are additional qualifications.
 No. 14 /15A, R.A.De Mel Mawatha, Colombo 04.
 0773753174 / 0773527882 /0114362612

VACANCY FLOWER DRUM GROUP Requires Female Accounts Assistant
 Aged between 25-35 years. A willing worker to be trained to handle Accounting work. Fluency in English and Computer Literacy is essential. Basic accounting qualification would be preferred. Excellent working conditions.
 Apply within 7 working days with CV to:
 The Director
 Flower Drum Ltd,
 No.418 Pannipitiya Road,
 Pelawatte, Battaramulla.
 Email:fdrecruits@gmail.com

Vacancies for 10 Teachers
Requirements
 1. Minimum Qualification A/L English Medium
 2. Fluency in English is compulsory.
 3. Minimum Salary - Rs.10,000
 Apply before 4 th May 2012 with Your CV or Walk in Interview between 9.00 a.m. & 1.00 p.m. on Monday, Tuesdays & Wednesdays.
Contact:
 Principal,
 Nawalapitiya Oxford College
 Baily Road,
 Nawalapitiya.
 Tel: 0542223843
 0718304632
 E-mail: dr.kaleeloxford@gmail.com

We are looking for you ...
Mallika Hemachandra Jewellers (Pvt)Ltd is a proven leader in the Sri Lankan Jewellery industry has the following vacancy.
Administrative Assistant (Male)
 - Passed G.C.E AIL
 - Computer Literacy
 - Knowledge of Quick Books/ AccPac Accounting package would be considered as an added advantage
 - Knowledge of Vehicle Billing maintenance
 - wrote Ability to handle Attendance record
 - EPF ETF of correspondence
 - posses a driving licence or Motor Bike licence
 - 5 years or more Experience
 - age below 50 years
Receptionist /Telephone Operator (Female)
 - Good Communication skills in English
 - Computer Literacy
 - A minimum of 3years experience
 - Age between 20 to 35 years
 An attractive remuneration package will be offered accordingly 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
 Mallika Hemachandra Jewellers(Pvt)Ltd,
 73 , Horton Place, Colombo 07.
 Tel : 2688531

MARKETING & ADMIN ASSISTANT
 For a small luxury hotel group, based outside of Kandy. Ideally with previous marketing and administration experience in a hotel environment. A person educated to graduate level would be an advantage, but not essential.
 The position will involve assisting the team with producing and updating marketing literature, liaising with third parties on various aspects of the company's marketing strategy, updating the company's CRM database, organizing distribution of e-information, assisting with event organization, administration duties for the group and also for the Managing Director from time to time, etc.
 To apply for this position, please send a copy of your CV (with a recent passport photograph of yourself) to:
 ailsa@manorhouseconcepts.com

Lanka Creative CONSTRUCTIONS
VACANCIES
Civil Engineers (Jaffna Project)
 BSc./ NDT/ NDES with experience in building construction projects
Assistant Engineers /TOs / Supervisors (Telecommunication Towers Project)
 For the South and Northeast areas. Candidate should possess experience in similar projects
Storekeepers / Site Clerks
 Should have pass G.C.E O/L or A/L Qualified
 Apply within 10 days of this Advertisement.

Human Resources Manager, LANKA CREATIVE CONSTRUCTIONS (PVT) LTD.,
 No.11/1, Arcadia Garden, Rosmid Place, Colombo 07.
 Tel: 0112 690256; E-mail: infolcc@sltnet.lk

VACANCIES FOR SHIP'S OFFICERS AND RATINGS
 Following urgent vacancies with German ship-owners with an average fleet age of 5 years.
 We invite applications for urgent employment from, experienced officers & Crew.
MASTERS / CHIEF ENGINEERS
CHIEF OFFICERS / 2ND OFFICERS / 3RD OFFICERS
2ND ENGINEERS & 3RD ENGINEERS
OTHER DECK & ENGINEERING OFFICERS
ELECTRICAL ENGINEERS
COOKS & STEWARDS
RATINGS
 Deck, Engine & Riding Fitters (to have class approved welding certificates) Other ratings to have sufficient vessel experience & certification related to their area of work. Ratings conversant in English will be given preference. Please apply to below email address
 Email address:
 to manning@devmarine.net
 Cc: cv@devmarine.net

AL SAFIR HOTEL & TOWER KINGDOM OF BAHRAIN
POST OF NIGHT AUDITOR
 We are looking for experienced candidates for the above position.
 Minimum 3 year hotel experience including Front Office work.
 Age: Below 35 years)
 Salary BD 180/= p.m. (BD 1.00 = SL Rs.343/-)
 Free accommodation, transport, free meals, free laundry of uniforms, medical and air ticket both ways will be provided. Two year contract. 8 hours working per day. Government registration fee only. This is to collect CVs only.
 Please e-mail/hand over or post your application as this is an URGENT requirement.
Sarathi (Private) Limited,
 50, Hyde Park Corner,
 Colombo 02.
 E-mail :sarathilt@eureka.lk
 Licence No. 02 Approval No. AL/02/ADVT/12/12

BE A PROUD TEACHER OF Negombo South International School Network (Nittambuwa Branch)
 • Trainee Teachers (Primary)
 • Primary Teachers (KG/LKG/UKG)
 • PT. Instructors
 • IT Teachers
 • English / English Literature
 • Roman Catholic
 Send your CV to Principal with the Contact Number
 Principal
 Negombo South International School Network
 150/C, Veyangoda Road, Nittambuwa.
 Email: nsis.nittambuwa@yahoo.com

ALLI EMPLOYMENT OPPORTUNITIES QUALITY ASSURANCE EXECUTIVE
 We are a FMCG / Food Processing Company with a history of more than 50 years and we wish to recruit self motivated talented team players with a proven track record to join our Food Production force who would like to build a successful career in their lives. They must be ideally :-
 • With experience in food industry
 • With academic qualifications in food processing and Quality assurance
 • Should be below 40 years in age
 • Attractive remuneration package
 Please forward your complete CV with contact details of two non-related referees to reach us within 07 days of this advertisement to :
 THE DIRECTOR
ALLI COMPANY (PVT) LTD
 PASYALA
 Tel : 033 2285039 Fax : 033 2285003
 e-mail : info@allifood.com

Global Rubber Industries
 We are the most aggressive and successful industrial tyre manufacturer in Sri Lanka. Our business consists of exporting industrial tyres worldwide. We are looking for suitable qualified and experienced high caliber candidate to fill the following position at our Head Office at Timbirigasyaya, Colombo 05.
POST OF SENIOR IT EXECUTIVE
 Highly competent individual, age below 40, with extensive experience in the manufacturing and export industry along with a professional qualification. Ideal candidate should be:
 • Graduate / post- graduate in IT from a recognized university/ institute.(Prefer BIT)
 • Minimum 2- 3 years of experience in IT Industry in ICT planning, implementation and management. Experience in ERP implementation will be an added advantage.
 • Ability to effectively prioritize and execute tasks in a high- pressure environment.
 • Experience with managing SQL data bases.
Responsibilities:
 • Managing IT infrastructure services including desktop applications, Local and /or Wide area networks, IT security and telecommunications.
 • Maintenance of IT hardware, software and support systems.
 • Implementation, management and maintenance of an ERP systems.
 • Development and implementation of new systems.
 • Developing data and records management policies according to defined government standards and monitoring overall adherence.
 • Developing and maintaining a disaster recovery plan.
 Our offer.
 The selected candidate can look forward to an attractive and negotiable package.
 If you consider yourself suitable you are invited to apply within seven days of this advertisement. Send in your resume with names of two non-related referees and contact numbers to:
 General Manager,
Global Rubber Industries (Pvt) Ltd
 65/3, D.S.Fonseka Road, Colombo 05.
 Email - careers@amaseuro.com