

the SUNDAY TIMES Employment

POST OF RECEPTIONIST

- ▶▶▶ Excellent knowledge in English
- ▶▶▶ Computer literacy
- ▶▶▶ Minimum of two years experience
- ▶▶▶ Impeccable communication skills



FORWARD C.V. WITHIN 7 DAYS TO

DIRECTOR ADMINISTRATION
TRUE VALUE PRODUCTS (PVT) LIMITED
 280A GALLE ROAD
 MOUNT LAVINIA



The 1st ISO 9001 : 2008 Certified



Tile & Sanitaryware Importer & Distributor in Sri Lanka



A. Baur & Co. (Pvt.) Ltd. is a long established diversified Trading and Manufacturing Company. We recognize that our employees are our most important resource. We are committed to their Development and Professional Growth.

BAURS IS LOOKING FOR A MEDICAL REPRESENTATIVE

Requirements:

1. G.C.E. (Advanced Level), Preferably in Bio Science
2. Experience in Marketing medical products for a minimum of two years will be a distinct advantage
3. Excellent communication skills in English & Tamil. Ability to speak Sinhala will be an added advantage.
4. Age: below 25 years
5. Should possess a valid driving license and willing to work in Jaffna, Vauniya, Mannar & Kilinochchi districts.

Please forward complete CV giving full details of the applicant within 10 days of this advertisement together with contact telephone numbers of two non related referees and copies of relevant certificates to:

The Director - Human Resource, A. Baur & Co. (Pvt.) Ltd.
 No. 5, Upper Chatham Street, Colombo 1

(Applicants should mention the post they are applying for, on the top left hand of the envelope)

A. Baur & Company (Private) Limited is an equal opportunity company. Canvassing will be a disqualification.

- agriculture • airlines • chemicals • consumer • education • engineering
- exports • healthcare • optics • tourism

Qatar

Our client, the direct importer and dealer for NISSAN, RENAULT AND INFINITI fleet of vehicles in Doha require suitably experienced candidates for the following positions:

Final Interviews

with foreign principal 15th & 16th May

Position	No	Salary (QR)
Sales Executive (Transport-Refrigeration/Reefer System)	2	3500 - 4000
Workshop Supervisor (Transport-Refrigeration/Reefer System)	1	3000-3500
Auto Electrician - Commercial Vehicle	1	2000-3000
Junior Accountant	2	2500-3500
Internal Auditor (Automotive Aftersales)	1	3500 - 4500
Financial Controller (Trading Org)	1	Negotiable
Accountant	1	4000-5000
Office Assistant (Clerical)	3	2000-3000
Driver (With Qatar License)	7	1600
Senior Architect (Office Furniture)	1	Negotiable
Sales Executive (Office Furniture)	1	Negotiable
Draftsman (Furniture Design)	1	Negotiable
Installer/Carpenter (Furniture)	5	Negotiable
Recruitment Asst. Manager	1	Negotiable
Automobile Technical Training Instructor	1	7000-8000
Kerridge Autoline Support Analyst	1	Negotiable
Network Administrator	1	Negotiable
Sales Consultant (Power Products)	1	3500-4000
Car Washer	3	1400
Fleet Operations Assistant	2	3000-4000
Driver-Heavy Vehicle (Trailer)	2	2000-2500
PDI-Foreman (New Vehicle Preparation)	2	3500-4500
Quality Controller - New Vehicle	1	3500-4000
Wheel Alignment/Balance Technician	2	2000-2500
Vehicle Stock Controller	6	2800-3500
Asst. Manager -Parts Inventory & ordering	1	Negotiable
Parts Marketing Officer	1	Negotiable
Parts Storekeeper	1	1800-2500
Parts Ordering Executive	2	3500-5000

Position	No	Salary (QR)
Parts Delivery Assistant	2	2000-2500
Asst. Mager -Parts Sales	3	Negotiable
Parts Accessory Installer/Fitter	5	2000-2500
Parts Picker	9	1400-1800
Parts Sales Executive/Salesman	16	2500-4000
Showroom Salesman (Motor Cycles & Water Vehicles)	1	3000-4000
Workshop Supervisor (Motor Cycles & Water Vehicles)	1	3000-4000
Car Rental/Leasing Agent	6	2500-3500
Service Agent (English Speaking Drivers)	6	1700-1800
Sales Executive (Car Rental & Leasing)	4	3000-3500
Office Boy (Janitor)	2	1500
Automobile product Analyst/Executive (with good product knowledge)	1	3500-4500
Sales Executive (Cars)	3	3500-4500
Heavy Vehicle Driver (Bus)	1	1800-2200
Senior Manager -Warranty	1	Negotiable
Auto Spray Painter	5	1800-2500
Rapid Order Processor	2	3000-3500
Section Supervisor Body & Paint	1	3500-4000
Service Engineer A/C & Auto Electrical	2	4000-6000
Performance Analyst (Productivity/Efficiency etc)	1	4000-6000

Terms & Conditions

1 QR - Rs. 36

2 Year contract (Renewable), Food allowance (QR 150) included in the salary, Accommodation, Medical Transport & Both way Air ticket provided.

Government Approved Charges Only

Forward your CV to cv@emeraldisle.lk

Position	No	Salary (QR)
Bodyshop Estimator	2	3500-4000
Service Supervisor/Foreman	14	3500-4500
Retention Supervisor	1	3500-4500
Bodyshop Supervisor	14	3500-4500
Workshop Administration Staff (Clerical)	2	2500-3000
Service Engineer - Body & Paint	2	4000-6000
Asst. Electrician	2	1800-2000
Polisher	2	1600-1800
Telephone Operator	2	2500-3000
Tyre Fitter	2	1800-2000
Consumables Store Keeper (Workshop)	5	2000-2500
Receptionist Assistant	7	2000-2700
Section Supervisor (Mechanical)	6	3500-4500
Bodyshop Job Controller	6	2800-3500
Service Engineer - Light Vehicle-Mechanical	9	4000-6000
Marketing Representatives (Marketing of car maintenance contracts)	8	3500-4000
Assistant Mechanic	9	1600-1800
Quality Controller	11	3000-3500
Cleaner/Car Washer	9	1400
Auto Denter	11	2000-2800
Auto Electrician	20	2000-3000
Auto Mechanic	64	2000-3000

Please call over with CV, originals of all appointment letters & service certificates plus 2 copies of each. A valid passport and 2 copies, plus 2 passport photos are also required.

Our Service, Your Future

Emerald Isle Manpower

407 2/1, Galle Road, Mount Lavinia. (Near Law Courts - Land Side)

Tel: 011-2737317, 077 7004508, 077 3472166
 Online registration - www.emeraldisle.lk/online



Kapuwatta
 419/1, Negombo Road, Kapuwatte, Ja-Ela.
 Tel : 011 3120214 / 011 4855419

Batticaloa
 48, Boundary Road (North), Batticaloa.
 Tel: 065 2222890, 077 2442680