

the SUNDAY TIMES Employment

VACANCIES



We are a well established group of companies operating in Colombo & Katunayake, looking for efficient and dynamic individuals to join with our team for the following positions.

MANAGER - SHOWROOM

- ▶ Minimum of 5 years experience in similar capacity, preferably with hands on experience in the Consumer Electronics Field
- ▶ Experience in Organizing promotional campaigns, maintaining updated market statistics and achieving expected objectives
- ▶ Having a Degree in Marketing or Business Management / CIM / SLIM qualifications would be preferred.
- ▶ Fluent in English and Sinhala, communication ability in Tamil would be an added advantage
- ▶ Capacity to accept responsibility
- ▶ Dynamic individual with a smart & pleasing personality
- ▶ Be a team player with people management skills
- ▶ Have the ability to work under pressure
- ▶ Age below 35 years

ACCOUNTANT

- ▶ Fully qualified or Part qualified in ICASL / CIMA / ACCA
- ▶ Minimum of 5 years experience in Similar capacity
- ▶ Experience in Maintaining General Ledger, Preparation of Final Accounts, Debtors, Creditors, Inventory, Costing and Fixed Assets
- ▶ Ability to work in a computerized environment
- ▶ Effective communication in English and interpersonal skills
- ▶ Age below 40 years

ACCOUNTS ASSISTANT

- ▶ Part or fully qualified in AAT
- ▶ Ability to work in a computerized environment
- ▶ Minimum 5 years experience in similar capacity
- ▶ Effective communication in English and interpersonal skills
- ▶ Age below 35 years

GRAPHIC DESIGNER

- ▶ Should be able to work with Adobe Photoshop, Illustrator & Corel Draw, etc.
- ▶ Creative Graphic Skills
- ▶ Possess full or part qualification in recognized graphic design course would be an added advantage

WEB DESIGNER

- ▶ Creative Graphic Skills
- ▶ Very Good knowledge in Web Layout Designing
- ▶ Expert in HTML / CSS / Flash and other related Technologies
- ▶ Age below 35 years

SALES ASSISTANT

- ▶ At least 02 years sales experience
- ▶ Excellent communication skills
- ▶ Excellent presentation skills
- ▶ Ability to work independently with minimum supervision
- ▶ Should be A/L qualified
- ▶ Fluent in Sinhala, communication ability in Tamil would be an added advantage
- ▶ Age between 20-35 years

An attractive remuneration package along with performance base incentives with other benefits will be offered to the selected candidates.

Please send us your CV including contact details of two non-related referees within 14 days of this advertisement indicating the position applied for, and marking on the top left hand corner of the envelope or as the subject line of the email.

**Manager - Human Resources,
Mangala Group of Companies,
No. 153, Main Street, Colombo-11.
E-Mail : careers@mangala.lk**

IT'S YOU ... we are interested in !

- ▶ Creative Directors
- ▶ Creative Assistants
- ▶ Graphic Designers
- ▶ Script Writers
- ▶ Copy Writers
- ▶ Editors
- ▶ Private Secretaries [Female]
- ▶ Drivers
- ▶ Account Executives & Account Assistants

Forward your Bio-Data to :
Human Resources Manager, 300/13, Bird Park,
Madiwela, Pitakotte
Present yourself for an interview
@ 09.00 a.m. to 05.00 p.m. on 26/05/2012
[Telephone: 071 6998811]

Job Vacancies for 5-Star Hotel Property in Dambulla

- ▲ Candidate must have hospitality background, preferably in 5-Star Boutique Hotels/Resorts.
- ▲ Preferably with hotel pre-opening experience and be able to establish standards & procedures.
- ▲ Must have worked in isolated environments, preferably around Kandy-Sigiriya-Dambulla areas.
- ▲ Front Office and F&B candidates with fluency in one or more European languages will be an added qualification.
- ▲ Should be able to start at short notice.

1. Front Office Manager
2. IT Administrator
3. Assistant F&B Manager
4. Reservations Supervisor
5. Bar Supervisor
6. Restaurant Hostess
7. Receptionist (Female)
8. Barmen
9. Waiters
10. Tailor
11. Linen Room Attendant

Interested candidates should send their CV with a recent photograph to: hrm@greenparadise.net

**Human Resources Department
0662286300-4/0728229910.**

MANAGEMENT TRAINEES

A U A E based company is looking for young, energetic, sports minded individuals as **Management Trainees**
Rs. 30,000/- to Rs 50, 000/- monthly.
Walk in interviews at 1 A, 3/1, Dharmaraja Mawatha, (Off Alfred House Avenue), Col 3.

Call Cindy on **011 2055055**
Starting Monday 10am to 2 pm.

Wanted an Experience Chief Clerk to maintain Tea Estate/Factory Accounts and attend to correspondence independently with Computer Literacy. Retirees also can apply.

Apply within 10 days.

**The Manager, Galaboda Group,
Akuressa.
T.P: 0412283282/0412283636**

Looking for an Agriculture Graduate

We are Agriculture Company growing various fruits and vegetables in different parts of Sri Lanka. If you have any knowledge and experience in crops cultivation/post harvest handling/quality control/marketing and exporting fruit and vegetables. This may be opportunity to join our team.

Apply with Bio-Data within a week to the following emails,
roshancooray@sltnet.lk or
agromelprivatelimited@gmail.com

Freelance Graphic Designers Required

We're looking for freelance graphics designers with excellent skills in **Adobe Illustrator & Photoshop**
You can work from home or office. Payment will be made for each artwork.
Send detailed cv to
hr@ashzone.com.au

Female Journalist needed

If you want to be a parttime journalist, please send your CV to:

L'aska.Asia
100B, Barnes Place,
Colombo 7.
Email: laskaglamour@gmail.com

Accounts/Graphics/Vacancy

We are an apparel related company

Accounts Clerk
Looking for a person with Accounts knowledge Previous experience is a must, even a retired person can apply.

Graphic Designer/Merchandiser
Need a person capable of designing apparel related designs and co-ordinating with suppliers/more graphics knowledge should have good know how.

**Kindly mark post applied for and send to-
Director - UTC, 10/7C, Green Land Lane,
Col-05 or, info@utclimated.com**



A Better Montessori Makes A Better World

VACANCIES FOR CLASS TEACHER

WE AT KOPS ARE LOOKING FOR AMI/MMI QUALIFIED TEACHER WITH EXPERIENCE, TRAINEES COULD ALSO APPLY.

SALARY NEGOTIABLE - MINIMUM RS.16,000/- PLUS SALARY

KOPS

132/A, KURULUBEDDE
NAWALA ROAD, NUGEGODA.

jennifersvh@yahoo.com - Call: 0117238989 for an appointment



Petroleum Resources Development Secretariat Presidential Secretariat

Vacancy

The Petroleum Resources Development Secretariat (PRDS) is seeking a candidate for the following position;

Petroleum Analyst

The selected candidate will have formal financial and/or accounting training, understand project financial evaluation, economic and financial modeling, basic statistical analysis and the application of all the preceding to investment decision making. He or she will understand the corporate financial reports in common usage and be competent in data mining and information retrieval via the internet and industry journals.

His or her primary responsibilities would be to create and analyze financial models, assist in fiscal regime design and monitor and report on industry trends and activities worldwide. Prior sector experience is not required as or she will be guided and supervised by a small, dynamic team that has the requisite knowledge and will have the opportunity to help shape the Petroleum policies of Sri Lanka.

Qualification & Experience

- A Bachelors degree from a recognized University in Accounting, Economics or Business Management, and part qualifications from a recognized professional body, or
- Fully qualified Chartered Accountant (CA), CIMA or CPA, or
- A Bachelors degree in any technical subject not directly related to finance accompanied by an MBA or equivalent qualification, or
- Chartered Financial Analyst (CFA) or part qualification in CFA with a combination of the above.
- Strong communication and written skills with an excellent command of English.
- Below 28 years of age.
- Salary commensurate with age and experience.

Applications giving full bio-data including contact details of two non-related referees should be sent under registered cover to reach the Director General, Petroleum Resources Development Secretariat, No. 80, Sir Ernest De Silva Mawatha, Colombo 07 on or before June 04th, 2012.

The PRDS is an equal opportunity employer.

**Director General
Sri Lanka Petroleum Resources Development Secretariat**