



Sri Lanka Foreign Employment Agency (PVT) Ltd.

Post of Assistant Manager – Business Promotion

Sri Lanka Foreign Employment Agency (PVT) Ltd is a fully state-owned organization comes under the purview of Sri Lanka Bureau of Foreign Employment seeks to recruit a dynamic pro-active suitable qualified and experienced person to fill the post of Assistant Manager – Business Promotion

The Person

A Degree in Marketing or Business Management which is recognized by the U.G.C.

AND

A minimum of Two years post qualifying experience in the relevant field to the Post, after obtaining the first degree.

Job Description

- As a 2nd in a command, negotiating with the Foreign Agents, companies to obtain job orders for SLFEA favourable terms and conditions of Employment for Sri Lankans. Assisting to the Manager to Deal with Sri Lanka Missions Overseas for Employment Promotion.
- Finalizing the relevant documents such as Job Order, Power of Attorney and Agreement etc. in Consultation with the Chairman / GM. Convey details on Commission receivable and Commission payable to the Manager (Finance) of SLFEA for recording purposes and control purposes.
- Make sure to confirm that all the Commission that are due on account of Recruitment of the SLFEA are promptly recovered from the Foreign Agents / Companies / Employers.

Nature of Appointment

Contract Basis with entitlement to Employees' provident Fund and Employees' Trust Fund.

Salary Scale: Negotiable

Age:

Should be not less than 22 years and not more than 45 years.

Every Applicant:

- ❖ Should be a citizen of Sri Lanka
- ❖ Should be physically and mentally fit to discharge the duties of the post well.

Please forward your duly filled CV to the address given below within 14 days of the advertisement.

Post of Management Assistant (Non-Technological)

Sri Lanka Foreign Employment Agency (PVT) Ltd is a fully state-owned organization comes under the purview of Sri Lanka Bureau of Foreign Employment seeks to recruit a dynamic pro-active suitable qualified and experienced person to fill the post of Management Assistant Non-Technological.

The Person

- a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including
 - i. Sinhala/ Tamil
 - ii. English language
 - iii. Mathematics

- b) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.

Job Description

- The level of this grade is to assist to the Management to implement the duties at the division and supporting to organizations schedules.
- Filing the documents, maintaining safe keeping and Support to Executive teams.
- Report on relevant statistic and Computation of the data in every day. Providing data/correct information/statistics and other details to the management.
- Safe keeping on confidential of the related files and documents on wellbeing of the institute.

Nature of Appointment

Contract Basis with entitlement to Employees' provident Fund and Employees' Trust Fund.

Salary Scale: Negotiable

Age:

Age should be not less than 18 years and not more than 45 years.

Every Applicant:

- Should be a citizen of Sri Lanka
- Should be physically and mentally fit to discharge the duties of the post well.

Please forward your duly filled CV to the address given below within 14 days of the advertisement.

Chairman

Sri Lanka Foreign Employment Agency PVT (Ltd)

No. 12, Narahenpita Road, Nawala.