



LAKE HOUSE

VACANCY

The Associated Newspapers of Ceylon Limited, widely known as the Lake House, is the home and heart of print media in Sri Lanka. The Lake House is looking for detailed oriented and meticulous individuals who possess the following qualifications and requirements to fill the above vacancies.

PROOF READER (SINHALA/TAMIL/ENGLISH)

QUALIFICATIONS AND REQUIREMENTS:

- Passed the G.C.E.(O/L) examination with credit passes for both Sinhala/Tamil & English.
- Well conversant with Sinhala/ Tamil & English Languages and expert knowledge of grammar, spelling and punctuation.
- At least 3 years of proven experience in proof reading in a Commercial printing organization.
- Should have a sharp eyesight sufficient to trace printing errors.
- Strong organizational and time management skills.

BUSINESS DEVELOPMENT OFFICER

QUALIFICATIONS AND REQUIREMENTS:

- Passed the G.C.E. (O/L) Examination in any stream
- Willing to work without time bounds and be a persistent achiever
- Experience in the marketing field, representing a reputed company will be a definite plus point
- Excellent PR Skill
- Proven track record in achieving targets
- A good communication skill
- Ability to work independently with minimum supervision



JOB RESPONSIBILITIES:

- Listen to customer requirements and present appropriately to attract customer
- Maintain and develop relationships with existing customers in person, via telephone calls and emails.
- Establish and maintain new client relationships
- Represent the Company to attract new customers
- Negotiate with clients & follow up on outstanding

Age limit: Below 40 years Remuneration: Negotiable

Interested? Then send your CV to careers@lakehouse.lk or



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THE HUMAN RESOURCES DEPARTMENT
The Associated Newspapers of Ceylon Ltd
No. 35, D.R. Wijewardene Mawatha,
Colombo-10