



JOB MART

RECRUITMENT - SRI LANKA

License No. 2592





MESSAGE FROM THE DESK OF CEO

JOBMART is a professional Human Resource company that sources, screens, select process and deploys competent Sri Lanka Manpower. Our Office is located at Colombo capital city of Sri Jayewardenepura, Kotte, Battaramulla, Sri Lanka next to Main Passport Office (Department of Immigration and Emigration).

We are registered and approved as a Recruiting Agency with SLBFA (Sri Lanka Bureau of Foreign Affairs) and Royal Saudi Arabia Consulate, Colombo and would like to extend my deepest gratitude to all of our Employers, Principals and Partners abroad for the trust that you have bestowed to JOBMART Recruitment. It means so much to us and provides the greatest motivation to continue improving our services, capabilities and efficiency.

Please be assured that we will strive to always find ways to get the best candidates at all times and reduce the delays in deployment.

Chan D' Silva, CEO
JOBMART - Sri Lanka



ABOUT SRI LANKA

Sri Lanka is located in Asia (within Indian Ocean) one of the most tourist Country in the world with the population of over 20M, in which 63% is in the working age.

The workforce of this densely populated country is growing with the reasonable rate of each year, which will become one of the important workforces in the Asian region.

Sri Lanka workforce is young, hardworking, creative, willing to learn and can work well in many fields.

Sri Lanka territory, the contingent of skilled workers, Engineers in maintenance field and Hotel / Restaurant etc. is one of the most advantages in Sri Lanka workforce market. Hence, JOB MART has been established, to explore the advantages of this potential workforce market.



JOB MART is a professionally managed Recruitment Agency, which is registered with Sri Lanka Bureau for Foreign Employment (SLBFE).

Almost Recruitment network spreading all over Sri Lanka territory as JOB MART gathers several public companies permitted by Ministry of Labor and Social Affairs as an Overseas Recruiting Agency to Recruit unlimited number of workers.

JOB MART is fully committed to the complete satisfaction of both, our prestigious client as well as Job seekers, who are desirous for overseas Employment with a right and better secure future.

We provide Overseas Placement for those who are looking forward to broadening their horizons and head for better career opportunities. We have associated with test institutes well-equipped and a wide network of operations in the island wide cities as well as associated offices in all the major provinces of Sri Lanka.

Provides customers with unparalleled reach across industry sectors and always understands that the needs of their business are complex and evolving, and we focus on developing and nurturing long-term, results-oriented partnerships.

We provide trusted, consultative services by truly listening and responding to the needs of our customers, candidates and associates not only within Sri Lanka and Middle East but, also planning for all over the world.



OUR MISSION & GOAL

Our corporate goal & mission is to pursue excellence in our professional services as well as to serve our valued customers to their complete satisfaction and to the best of our ability with strength of teamwork, honesty & sincerity.

We are carrying out overseas placement consultant and human resource activities internationally. We are committed to provide the reliable, amicable, and professional service to our valuable clients and to be supportive to their businesses.

We are also devoted to our employee's safety and health, job security, and welfare. Our strength emanates from our distinct culture, strong and close relationships with our clients, employees' competence and loyalty, entrepreneurial and flexible management, capabilities, focus on high quality services, and labor exported marketable acumen.



THE ORGANIZATION

JOB MART, make sure that each one of us gives their 100% efforts and you will get the benefits from our services. We endeavor to the best of our abilities to compile and meet the clients specification concerning to each required position. We ensure to deploy the selected applicants within the time stipulated by our customers and provide a guarantee for 03 months for our applicants on their performance, behavior and productivity. Also the above help us to benefit our clients with right candidate for the right job.



NIHAL GUNARATNA
Administration Manager



SHALEEN PERERA
Recruitment Officer





RECRUITMENT PROCESSES

- ★ Inquiring requirement by getting Job Order through the Sri Lankan Embassy in the same country.
- ★ We are responsible to lined-up required suitable candidates to conduct final selection Interview, where we are collecting applicants from our active database or another sourcing.
- ★ Providing relevant information discussing employment condition.
- ★ Preparing employment condition signing manpower supply agreement submit contract for authority approval for recruitment processes.
- ★ Make sure to attend SLEBF Training / Orientation.

While the business environment grows globally and complexly, human resource will play a more active and aggressive role in setting the company strategies and ensuring their effective execution.

We understand the challenges in order to get the right candidates for the right jobs; we are forced ourselves to have a rigorous recruitment process which ensures that our Customers would satisfy at our professional services.

Job Mart has an extensive computerized databank. A computerized databank undertake the collection, retrieval and analysis of information as to proposal for work and job opportunities, credit ratings and other subjects of trade interest. Basically highly skilled & technically qualified professional categories required are sourced from our active database.



RECRUITMENT PROCESSES



JOB POSTING IN JOB PORTAL

We post the requirements on our job portal and also have contractual access to some local leading premier jobsites.



HEADHUNTING ACTIVITIES

We also conduct headhunting in demographic areas where certain specialized categories are available. This activity is an added advantage in sourcing required from specific industries.



ADVERTISING

The required categories are advertised on local newspapers, televisions and others public media upon receiving Job Order, which has to get an approval from Sri Lanka Bureau of Foreign Employment (SLBFE).

Sri Lanka Language which covers the cities and provinces which target the candidates as per the industry.





RECRUITMENT PROCESSES



PERSONAL INTERVIEW AND SCREENING

Personal interviews are conducted by our Recruitment Officers, based on the job description, provided by our customers. The Skilled, Semi-skilled categories are also subjected to a trade test as per their specialization.



SKILLS AND ASSESSMENT TESTING

Base on the questionnaire provided by the Clients, our Recruitment Officer will interview the applicants and verify the knowledge of the candidates in the specialty he has applied for.



SCREENING, ASSESSMENT AND SHORT-LISTING

Screening, assessment and short-listing of the candidates for final interview is carried out by our highly experienced Recruitment Officers. The overall grading of candidates is carried out based on their professional skills, previous experience, general knowledge, personality and adaptability for work environment.

The candidates short-listed by us are then presented to the Employers or Employer's representatives for the final selection.

- **HOSPITALS AND HEALTHCARE**
- **HOTEL AND RESTAURANT SERVICES**
- **HR & ADMIN PERSONNEL WORKERS,**
- **INFORMATION TECHNOLOGY (IT),**
- **OIL AND GAS INDUSTRY**
- **AGRICULTURE FIELD**



- **MANUFACTURING INDUSTRY**

(Textile, Garment, Cable, Furniture, Food processing, Aluminum & glass Factories, Mechanical, Electrical and Electronics Factories, Rubber, Plastic & Chemical Factories)

- **EQUIPMENT OPERATORS**

(Plant Operators, Bulldozer Operators, Pump Operators, Crane Operators, Dump Truck Drivers, Water Tank Truck Drivers, Loader Operators, Forklift Operators, Truck Drivers, Trailers)

- **ENGINEERS / TECHNICIANS**

(Mechanical Engineers, Car Mechanics, Diesel mechanics, Heavy Equipment Mechanics, Electrical Engineers, Process Engineers, Architects, Civil Engineers, Structural Engineers, Machinists, Lab Technicians, Surveyors, Draftsman, Environmental Engineers, Material Engineers, Quantity Engineers, QC, QA Engineers, Shift Engineers, Safety Engineers)

- **CONSTRUCTION INDUSTRY WORKERS ARE LIMITED TO DISCOVER, BUT WE MAY ABLE TO MANAGE SOME OF THE CATEGORIES, BASED ON THE REQUIREMENTS.**

(Concreting Labors, Sand blasters, Scaffolding Workers, Plumbers, Tire-mans, Riggers, Ironworkers, Road Surveyors, Welders: 2F, 3G, 4G, 6G, Concrete Foreman, Masons, Painters, Steel Fixers, Steel Erectors, Sheet Metal Workers, General Workers, Building Carpenters, Furniture Carpenters, Shuttering Carpenters, Building Electricians, Civil Electricians, Earthwork/ Foreman, Form workers, Fitter (pipe conduit, mechanical))

JOB REQUIREMENTS FOR SKILLED POST:

- Management by objectives;
- Strong administrative skills;
- Strong communication and Interpersonal skills;
- Self-motivated;
- Workgroup skills;
- English Fluency;
- Ability to work under pressure;
- Resumes in English;
- Having strong background
- Satisfactory reference from previous employers.



JOB REQUIREMENTS FOR THE SEMI-SKILLED AND UNSKILLED WORKERS:

- High school certificate (at least);
- Be age from 21 up to 45 years;
- Good at English (Semi-Skilled post requirement);
- Pass basic intelligence and skills tests;
- The minimum length and type of experience at least 2 years;
- Not have the service terminated by the previous employers;
- Preferably non-smoker, have no record of alcohol or drug abuse;
- Have no criminal record;
- Have no impending military services obligations.





The terms and conditions are has to be negotiated upon requirement and based on respect to the company (client) policy procedure.

FREE RECRUITMENT:

The Employer will provide required visas and responsible to pay Recruitment/Service Charges for Category wise. Plus all cost of visa processing with joining Air-ticket.

PART PAID RECRUITMENT:

The Employer will provide required visas and responsible to pay Recruitment/Service Charges for Category wise plus joining Air-ticket. All other cost of visa processing fees has to be recovered from the applicant.

FULL PAID RECRUITMENT:

The Employer will provide required visas plus joining Airline ticket. All other cost of visa processing fees and service charges are has to be recovered from the applicant.



SPECIALTY:

- To source candidates meeting your Job description;
- Technical trade testing and keeping them ready for your approval;
- Your delegate coming to Sri Lanka for an interview will be picked up at the airport and accompanied to the hotel.
- Final interviews are scheduled as desired by you and also providing all facilities.
- Providing medical report of the selected candidates, consisting of tests as per the respective country's medical standards
- Arranging Government formalities like emigration clearance, visa stamping, police clearance certificate etc. when it's required
- Orientation to the candidates adequately on the local law and personal conduct to the respective countries of employment
- Placing the approved candidates within your desired time limit under prior intimation to you
- Providing all possible help to the candidates in embarkation and airport formalities

JOB MART committed and will be fully responsible up to three months of probation period for the performance, behavior and productivity of the workers. Anyone found unfit with valid reason, will be repatriated at our expenditure and replacement will be made free of charge (If the candidates selected by us).

JOB MART – License number 2592

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Thank You...!



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