



IMMEDIATE VACANCY

Metropolitan College is a well-established educational institution and has pioneered in variety of internationally accredited tertiary education programmes, catering to the demands of both the Sri Lankan and foreign students. With our growth, we are looking forward to welcome a smart, dedicated and dynamic person to our team for the following positions.

PROGRAMME COORDINATOR

REQUIREMENTS

- * Candidate must hold a Bachelor's Degree preferably in Education, Psychology, English Language, Civil Engineering, Computing or Business Management
- * Holding a Masters Degree would be an added Advantage
- * Minimum 2 years of experience in a similar capacity preferably with lecturing experience
- * Be highly organized & personable
- * Ability to meet deadlines
- * Excellent communication skills in English & other local languages
- * Age limit 25 to 35 years
- * Ability to work on weekends

ADMINISTRATIVE ASSISTANT

REQUIREMENTS

- * Age limit 20 to 30.
- * Diploma or above qualification.
- * Should have minimum 1 year of working experience.
- * Excellent interpersonal skills, IT skills & communication skills in English language & local languages
- * Should be a team player with an outgoing and a pleasant personality.
- * Ability to work on weekends

SEND YOUR DETAILED CV TO careers@metropolitancollege.lk

With the position applied as the subject line of your E- mail.

Remuneration and benefits will be commensurate with qualifications & experience.



METROPOLITAN COLLEGE
your success... our achievement...

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