

CA



THE INSTITUTE OF
CHARTERED ACCOUNTANTS
OF SRI LANKA

COORDINATOR **MULTIMEDIA ENGLISH LANGUAGE CENTER (MELC)**

The Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka) is a world-class professional body that takes pride in being the change makers of Sri Lanka's dynamic Accounting arena. For over 60 years, the Institute has been the vanguard in developing the Accounting profession locally, while also playing an impressive role regionally and internationally. CA Sri Lanka has produced over 8,000 members and is today identified as the preferred destination for Accountancy education in the country, with nearly 30,000 aspiring professional accountants.

CA Sri Lanka is seeking an outstanding professional with a high level of responsibility, dedication, competence, confidence, drive, and adaptability to take over the above position at the CA Sri Lanka Multimedia English Language Centre.

Duties and Responsibilities:

- Facilitate students and undertake relevant course administration in relation to MELC courses
- Ability to work on a Learning Management System and support students effectively
- Coordinate and organise logistics in relation to programmes conducted by MELC
- Maintain accurate and complete student records and class schedules
- Carry out marketing and educational promotional activities

Qualifications and Experience required:

- Diploma in English/Computer Science/Management from a recognised university or a higher educational institute
- One year of experience in course administration or customer relations
- Should be a good communicator, with the ability to express ideas clearly in both oral and written forms of English
- Hands-on experience in MS Office packages and the ability to work independently and as part of a team
- Be self-driven, target oriented, and passionate about achievements with sound PR and interpersonal skills

The successful candidate will be offered a competitive remuneration package on par with industry standards and other benefits.

Qualified applicants meeting the required attributes are requested to send a detailed Curriculum Vitae together with contact details of two non-related referees to the address given below or e-mail to careers@casrilanka.org **within 7 days** from the advertisement date. Please indicate the position applied for on the top left-hand corner of the envelope or in the subject field of the e-mail.

Any form of solicitation will lead to disqualification. Only short-listed candidates will be contacted by CA Sri Lanka.

Head - Human Resource
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