

# Vacancies at Gateway

## Front Office Executives/ Administrative Executives

**Borella Colpetty  
Piliyandala Nugegoda**



Are you a highly organized, professional, and approachable individual with a passion for managing office operations and providing exceptional administrative support? Join our team as a female Front Office Executive/ Administrative Executive and make a significant impact on our organization.

The ideal candidates should:

- ◆ Be a female below the age of 45 years
- ◆ Have a sound educational background
- ◆ Have an excellent command in English with the ability to communicate clearly and professionally
- ◆ Be Computer literate (Excel, Word, emails & internet)
- ◆ Be able to plan, organize and implement tasks related to academic programmes
- ◆ Be able to guide prospective & current students and parents through the enrollment, registration, and admission processes, offering vital information and assistance
- ◆ 2 years experience in a similar capacity will be an added advantage

Successful candidates can be assured of an attractive remuneration package in keeping with competitive industry standards, a great working environment and good career prospects.

Please apply with a complete CV with the names and addresses of two non-related referees to the given email address.

Human Resource Manager  
No. 6, Rodney Street, Colombo 08  
Tel: 011-2670670/ 011-2670631  
Email: [hrm@gatewayworldwide.com](mailto:hrm@gatewayworldwide.com)

