

Course & Student Coordinator

SATS – Mahara, Kadawatha.

Sterling Automobiles Training School

Sterling Automobiles Training School Pvt Ltd stands as a distinguished institution in the realm of automotive technical education in Sri Lanka. As a proud subsidiary of Sterling Automobiles Lanka Pvt Ltd, our commitment is to deliver unparalleled technical education and training.

As we expand our footprint, we are seeking a highly motivated and organized individual to join our team as a Course & Student Coordinator.

Main Responsibilities

- Student Coordination
- Course Planning
- Administrative Support
- Communication
- Event Coordination

Qualifications

Previous experience in a coordinator or administrative role is preferred.

Successfully completed G.C.E (A/L) & Diploma in any stream or professional qualification from a recognized institution.

Be computer literate in MS Office packages with Excellent / Advanced spreadsheet skills.

Strong customer service and possess excellent communication skills in English and local languages.

Male applicants below 35 years are preferred, with priority given to those living in close proximity to Kadawatha.

*Candidates who meet the specified qualifications are invited to submit their applications either via **WhatsApp** or by **Emailing** their resumes.*



077 6622181
WhatsApp

cv@sterling.lk

SATS
STERLING AUTOMOBILES TRAINING SCHOOL