



**VACANCIES**  
at  
**Hillwood College**  
**Kandy**

**A Christian School founded by The Christian Missionary Society is looking for the services of confident and committed candidates with necessary qualifications to fit into the following job:**

**Personal Assistant to the Principal**

**The Ideal Candidate would be:**

- Preferably a Female below 45 years
- Minimum Qualifications : G.C.E A/L with English
- Diploma in Secretarial from a recognized Institute
- Excellent command of English & Sinhala
- Professional approach in handling confidential matters
- At least 10 years experience with similar capacity
- Computer Literacy
- Outgoing personality and PR Skills

Interested candidates should forward their CV under Registered Cover or via email to The Principal on **principal\_hck@sltnet.lk** stating the relevant post on the top left corner of the envelope, or subject; on or before **15<sup>th</sup> August 2024** to:

**The Principal**  
**Hillwood College, Kandy**  
**Web : [www.hillwoodcollege.com](http://www.hillwoodcollege.com)**