

Associate Student Registration



THE ASSOCIATION

The Association of Accounting Technicians of Sri Lanka (AAT Sri Lanka), the premier accounting body producing middle level accountants, offering a wide array of opportunities to thousands of students and members island wide, which has produced over 50,000 Passed Finalists up to now, offers you an opportunity to be a part of the team.

JOB PROFILE

- Check and monitor the accuracy of entered data to the system and assist with data entering of student registration/ student renewal when required
- Post student IDs on timely basis and maintain records of posted IDs
- Actively engage with student renewal calls and other campaigns
- Handle student inquiries
- Participate in promotion campaigns, exhibitions, seminars and etc.
- Actively assisting the events organized by the division

QUALIFICATION / JOB REQUIREMENTS

- Diploma in Management from any recognized institute
- Minimum one year working experience from an education industry would be an added advantage
- Excellent knowledge and experience in Ms. Excel
- Good communication in English language in both writing and speaking
- Age between 25 – 28 years


OTHER REQUIREMENTS

- Ability to meet specific deadlines
- Customer caring skills
- Organizing skills
- Strong team player with good interpersonal skills
- Positive attitude and passion to learn

If you are confident of your capabilities and look forward to a challenging and promising career, please email your detailed CV to careers@aatsl.lk to reach within 07 days of this advertisement. Please mention the post of **"Associate – Student Registration"** on the subject line of the e-mail.



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