



SLIIT INTERNATIONAL

SLIIT INTERNATIONAL, established by SLIIT, the largest non-state higher education institute in Sri Lanka, is a state-of-the-art campus with cutting-edge academic infrastructure and facilities at Nawam Mawatha, Colombo 2.

SLIIT INTERNATIONAL has a unique culture that fosters innovation, collaboration and pursuit of excellence.

SLIIT INTERNATIONAL offers Computing and Engineering degree programmes of Curtin University, a leading university in Australia ranked in the top 1% of universities globally (ARWU - 2020).

We would like to invite a smart and self-confident young lady interested in developing a career in marketing / customer service to join our dynamic team as receptionist / student enrolment assistant.

RECEPTIONIST / STUDENT ENROLMENT ASSISTANT

The ideal candidate should possess:

- At least 3 passes in G. C. E. (A/L)
- A minimum of 4 years experience in front office / customer service
- Excellent communication skills in English
- High level of personal initiative and accountability
- Excellent interpersonal, coordination, planning, and organizational skills including ability to set priorities and meet deadlines
- Ability to multi-task, set priorities and meet deadlines
- Ability to establish and maintain effective working relationships with faculty, staff, and students
- A passion for and willingness to be trained in marketing / customer service

A competitive salary commensurate with qualifications and experience will be offered to the successful candidate.

Please send your application via email to careers@slit.lk, clearly indicating the post applied for in the subject line, to reach us **within 10 days** of this advertisement.