Coordinator
MEDIA ACADEMY

Lake House is looking for talented and dynamic individual who possesses the following qualifications and requirements to fill the above vacancy in the Media Academy

Candidate Profile

- **A Degree in any discipline from a recognized university in Sri Lanka or overseas**
- A Master's Degree will be an added qualification
- **Both verbal and written communication skills in Sinhala and English. A working knowledge of Tamil will be an added advantage**
- Knowledge and experience in coordinating training courses will be an advantage
- **A team player with good interpersonal skills**
- Good time management skills and the ability to meet deadlines
- **MS Office skills will be an added advantage**

Job Profile

- **Plan, develop and update course syllabi with current industrial standards and academic requirements**
- **Provide relevant resources to support learning culture**
- **Maintain accurate records of students' progress and attendance**
- **Ensure publicity for Media Academy lectures and courses**

Age : Below 40 years

Remuneration- Negotiable

Send your CV with names and contact details of two non-related referees within 7 working days of this advertisement to reach the mentioned address or e-mail to the following e-mail address

Head of Human Capital
The Associated Newspapers of Ceylon Ltd
35, D.R. Wijewardene Mawatha, Colombo 10
hc@lakehouse.lk

LAKE HOUSE

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