

# WE ARE HIRING

## Student Services Division Vacancies Assistant Manager & Management Associate (Code 5588)

### JOIN OUR TEAM

The Sri Lanka Institute of Information Technology (SLIIT) is a pioneer in the higher education sector of Sri Lanka and offers undergraduate and postgraduate degrees in a wide range of disciplines ([www.sliit.lk](http://www.sliit.lk)). It is committed to providing the best student experience through a dedicated group of academic and non-academic staff. The main campus located in Malabe has excellent academic and recreational facilities.

The ideal candidates should be below 35 years of age and will be responsible for providing in-person and online support to students by providing information, guidance and counseling services to excel in their studies and career paths while studying at SLIIT.

#### The ideal candidate should be/have

- An outgoing personality with the ability to motivate and inspire others
- Self-starter and a fast learner
- Strong communicator both oral and written
- Good PR skills with the ability to liaise with multiple internal and external stakeholders
- Strong planning and organizational skills
- Should be willing to serve extra hours beyond regular office hours if required
- A team player

#### Eligibility requirements - Assistant Manager

- Should possess a bachelor's degree or equivalent qualification at the NVQ 7 level from a recognized university/Institute
- A minimum of 5 years of experience after graduation in a similar role in an educational institute or in customer service
- High computer literacy with good working knowledge in MS Office
- Having worked in a leadership role in an administrative environment and or with CRM/ERP systems
- Experience in human resources management, external client relation building and conducting training programs will be an added advantage

#### Eligibility requirements - Management Associate

- Should possess a bachelor's degree or equivalent qualification at the NVQ 7 level from a recognized university/Institute
- A minimum of 2 years of experience in a similar role in an educational institute or in customer service.
- High computer literacy with good working knowledge in MS Office
- Having worked in an Academic Administrative environment and or with CRM/ERP system

SLIIT offers a competitive salary and other benefits commensurate with qualifications and experience.

Please send your resume via email to [careers@sliit.lk](mailto:careers@sliit.lk) clearly indicating the post applied with the code number on the subject line of the email, to reach us within 7 days of this advertisement.