

WE ARE

HIRING

Management Associate / Events and Outreach

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). 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.

We are looking for a bright and dynamic individual to join our team as a Management Associate / Events and Outreach, located in Malabe Campus.

Key Responsibilities :

- Strategize, Develop, and deliver plans for organizational event activations
- Manage and Drive internal teams to execute plans on time, within budget and to our high standards
- Communicate with target audiences and build and develop customer relationships
- Help with Internal marketing / Corporate marketing campaigns
- Work closely with in-house or external creative agencies to design marketing materials such as Brochures and Advertisements
- Organize and attend events such as conferences, seminars, receptions and exhibitions
- Conduct market research, for example using customer questionnaires and focus groups
- Develop relationships with key stakeholders, both internal and external.

Requirements :

- Bachelor's degree or an equivalent qualification in Marketing or related field
- 2 – 3 years of relevant experience
- Strong Analytical, Communication, Time-Management, and Creativity Skills
- Ability to thrive in a fast-paced environment and able to work under pressure
- Excellent Interpersonal Skills and Communication Skills

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

Please send your resume via email to careers@sliit.lk clearly indicating the post applied for on the subject line of the email, to reach us within 7 days of this advertisement.