



Coordinator - Attendance Management

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<https://sims.sltc.ac.lk/jobs/detail/coordinator-attendance-management-1143>

Duties & Responsibilities

- Responsible for the attendance of all students
- Assist in implementing and developing policies
- Coordinating with module owners
- Supporting the Examination Department in attendance-related matters
- Monitoring and analyzing student attendance reports for decision-making
- Any other duties assigned by the management

Qualifications & Requirements

- Degree in a relevant field from a recognized university.
- 2 years of experience in administration related duties



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