

THE AMERICAN PRESCHOOL

FLUENCY IN WRITTEN AND SPOKEN ENGLISH IS A **MUST!**
FEMALE CANDIDATES ONLY

The
American
Preschool

Est'd 2003

Celebrating
20
years

CONTENT WRITER/ COORDINATOR



ASSISTANT ADMINISTRATOR

REQUIRED SKILLS

- **Experience in Canva is a MUST.**
- The ability to handle various forms of correspondence (formal letters, E-mails, memos & WhatsApp communication) is essential.
- 1-2 years of experience in content writing is an added advantage.
- Excellent computer skills with fluency in Microsoft Office Package is essential.
- Excellent telephone etiquette, social etiquette & PR skills.
- Outstanding organizational skills.
- Should be able to coordinate with existing parents, educators and prospective families.
- **A creative flair for designing newsletters, event posters**
- An individual with a positive attitude who can confidently converse with families.
- Age between 20 - 40

REQUIRED SKILLS

- Excellent communication skills in written and spoken English are essential.
- The ability to handle various forms of correspondence (formal letters, E-mails, memos & WhatsApp communication) is essential.
- 1-2 years of experience as an administrative assistant will be an added advantage.
- **Excellent computer skills with fluency in Microsoft Office Package are essential.**
- Excellent time management skills and the ability to prioritize work.
- Ability to create and update records and databases with personnel, financial and other data.
- Ability to maintain general office files, including teacher files, student files, and other files related to the preschools' operations
- Knowledge in basic finance/accounts.
- Age between 20 - 50+

Salary between LKR 50,000 - 75,000!

If you are a hardworking, committed and fun individual who is passionate about being a Content writer or Admin assistant and is fluent in her spoken and written English please send us your résumé through the channels below.

EMAIL: EDU@APSDISCOVERYCENTRE.COM POST: 9, GOWER STREET, CALL US:+94 11 7207966