

BRANCH COORDINATOR

COLOMBO BRANCH

KEY RESPONSIBILITIES

- Ensuring the Quality of the Innovation program delivery and facilities of the center.
- Managing the branch operations and administration activities.
- Plan and execute marketing activities carried out in the particular branch.
- Experience in customer care will be added advantage.

QUALIFICATIONS

- Excellent English and Sinhala communication skills.
- Pleasant conversation skills.
- Good passion in the field of operations & Marketing.
- Previous experience in operations will be an added benefits.
- Female candidates only.
- Age below 30 years.

*Working dates are Wednesday to Sunday.
Monday & Tuesday are holidays.*

**SEND YOUR CV TO
CAREERS@IGNITERSPACE.COM**

(Please mention the position you are applying for as the subject of the email)

Tel : 077 534 3031 No 325, No. 63 Robert Gunawardena Mawatha,

Colombo 06.