

Seeking a highly motivated administrator to work for a Global Education Group.

Administrator

The British School of Commerce is a division of the London School of Commerce (LSC) group.

LSC is a leading global independent provider of higher education, with students from over 130 different countries enrolled at multiple campuses globally.

We are seeking a dedicated administrator to operate in a dynamic, fast-paced international environment, while maintaining the highest standard of good practice. This role will support our global operations in a number of administrative functions, including timetabling for all centres globally.

The administrator will be responsible for overseeing all aspects of producing class timetables for the undergraduate and postgraduate studies, allocation of lecturers, booking lecture halls & managing the timetable software etc.

This role requires outstanding organisational skills in all aspects of operational planning

Prerequisites :

- Must have a minimum of a Bachelor level qualification.
- Knowledge in managing databases and hands-on experience in advanced spreadsheet solutions.
- Good understanding of data management, designing schedules and presenting meaningful reports.
- Previous exposure in resource planning and technical knowledge to optimise resource usage would be advantageous.
- Around 5 years of corporate experience.
- Good communication and writing skills are essential.

Applicants should apply by sending a CV by e-mail and covering letter marked "Administrators" addressed to : hr@bsccolombo.edu.lk to reach within 07 days of the advertisement.

BSC
Colombo

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