

WE ARE HIRING

Administrative Assistant Office of the PVC (Academic)

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. It is committed to provide 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 an energetic and result oriented individual to join our team as Administrative Assistant.

Key Duties & Responsibilities:

- Scheduling lecture hall resources under the purview of the Instructional Resource Center
- Assisting in handling specific issues related to teaching & learning resources
- Coordinating with faculties and all stakeholders for acquiring information related to schedule setting for preparation of timetables
- Maintaining records related to procurement, equipment status of the devices under the purview of Instructional Resource Center

Minimum Requirements:

- NVQ level 5 or equivalent qualification in a relevant field
- Minimum 1 year of work experience in a similar role
- Excellent interpersonal, IT and communication skills
- Ability to work independently with minimum supervision

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

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

