

VACANCIES  
@ ESOFT

Sri Lanka's Largest  
Private Sector Higher Education Network  
is looking for skilled people



## Programme Coordinator

### Academic Administration

- Ensure providing of all required information, study materials, academic calendar to all students in order to facilitate their study programmes.
- Ensure all time tables are created and communicated to conduct classes accordingly.
- Facilitating students for their assignment work and coordinate with lecturers, providing time slots at all times.
- Liaise with foreign universities.
- Should collaborate with all branches.
- Assist in student registration with the awarding foreign body.

### Qualifications

- A Degree in Computing or Business Management.
- Having a Masters in IT or MBA will be an added advantage.
- Should possess excellent presentation and communication skills in English.
- Will be required to work at least one day on the weekend (Saturday / Sunday).
- Should be target oriented and a team player.

Established in 2000, ESOFT has rapidly grown to be a trendsetter in the industry.

As part of our expansion, we are looking for skilled individuals who can work in a team environment, to achieve set goals.

Successful candidates should be self motivated and have the capability of setting own standards and be able to see that they are achieved and surpassed.

Forward your detailed CV to [careers@esoft.lk](mailto:careers@esoft.lk) within 7 days.



**ESOFT METRO CAMPUS**

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