

WE ARE **HIRING**



Front Office Executive Customer Relations Executive (Colombo) **NOTE:** Female candidates are encouraged to apply.

Job Profile

- Build and maintain effective client relationships
- Attend to client inquiries

Nawaloka College of Higher Studies (NCHS) is a venture of Nawaloka Holdings, established with the commitment to provide the best in Higher Education, making it more accessible and affordable.

Located in the heart of Colombo, NCHS aspires to play a central role in making Sri Lanka an international education hub in Asia.

Candidate Profile

- 1 year experience in a similar capacity (preferable)
- Excellent command of English
- Strong interpersonal skills
- Good knowledge in Excel & MS Office packages

→ **HOW TO APPLY** Send your CV to
careers@nchs.edu.lk



**NAWALOKA COLLEGE
OF HIGHER STUDIES**