



ADMIN & FACILITY MANAGEMENT EXECUTIVE

SLIIT INTERNATIONAL collaborates with Curtin University to offer Australian degree programmes in Sri Lanka through Curtin Colombo. Curtin Colombo is a modern campus with cutting-edge academic infrastructure and facilities at Nawam Mawatha, Colombo 2.

We would like to invite a smart, self-confident person to join our team in the capacity of Administration Executive.

Duties and Responsibilities

Handle assigned duties and responsibilities in General Administration including the following:

- Effective maintenance of the campus infrastructure, facilities, and resources
- Manage outsourced services - cleaning, security, student canteen, café, etc.
- Coordinate transport services

Requirements and Qualifications

- A bachelor's degree from a reputable university
- Ability to oversee and execute general administrative and operational activities
- Experience in administering internal policies and procedures
- Good communication skills in English, and ICT skills with good knowledge of MS Office applications
- Interpersonal, planning and organizing skills

Please email your application to hr@sliitinternational.lk, clearly indicating the post applied for in the subject line, to reach us within **14 days** of this advertisement.



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