



WE ARE HIRING

ACADEMIC COORDINATOR

Requirements

- ✓ Bachelor's degree in Education, Administration, or a related field.
- ✓ Minimum 1 year experience in academic administration or coordination.
- ✓ Strong organizational skills with attention to detail to manage complex academic operations.
- ✓ Excellent communication and interpersonal skills to work effectively with students & academic department.
- ✓ Problem-solving skills and the ability to prioritize tasks efficiently.
- ✓ Should be able to work during the weekends.

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Send your CV to
Info@expertcampus.lk