



**ASIAN GRAMMAR SCHOOL &
GIGGLES INTERNATIONAL MONTESSORI**



Vacancies – Colombo

Assistant Student Coordinator

- Should have good technology skills to manage the school online student management system (Akura).
- Should have strong organization skills and good communication skills.
- Attention to detail for accurate record-keeping and administrative tasks.
- Should have a good educational background and an excellent command of English language (spoken & written).
- Previous experience will be an added advantage.
- Age below 35 years

Graphic Designer & IT Support Officer

This is a full-time on-site role

- ✓ Should have relevant qualification related to this post.
- ✓ Should be creative and should have an updated IT knowledge.
- ✓ Should have excellent skills in Photoshop and other photo/video editing software.
- ✓ Should be able to manage multiple projects simultaneously and meet deadlines while maintaining high-quality design standards.
- ✓ Strong communication skills.
- ✓ Ability to work collaboratively in a team.
- ✓ Previous experience will be an added advantage.

Attractive remuneration package will be offered.

APPLY BEFORE 30TH JULY 2024

(Please indicate the post applied for on the subject line of the email along with an updated CV)

Email : ags904careers@gmail.com

Visit: www.asiangrammar.lk

904, Bo-gaha Junction Road, Gothatuwa New Town. (IDH)