

# PROGRAM COORDINATOR

- Kirulapone Branch
- Gampaha Branch

IGNITERSPACE (PVT) LTD. SRI LANKA'S LARGEST TECHNOLOGY EDUCATION PROVIDER FOR CHILDREN..

## KEY RESPONSIBILITIES

- 🎯 Ensuring the Quality of the Innovation program delivery and facilities of the center.
- 🎯 Managing the branch operations and administration activities.
- 🎯 Plan and execute marketing activities carried out in the particular branch.
- 🎯 Coordinate and communicate (emails, phone calls, walk-ins) with program participants.



## QUALIFICATIONS

- 🎯 Excellent English and Sinhala communication skills.
- 🎯 Pleasant conversation skills.
- 🎯 Good passion in the field of operations & Marketing.
- 🎯 Previous experience in Marketing & Customer Care will be an added benefit.
- 🎯 Female candidates only

Send your CV to

[careers@igniterspace.com](mailto:careers@igniterspace.com)



077 534 3031



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