



**COLOMBO INTERNATIONAL SCHOOL
COLOMBO**

SECRETARY

Candidates with appropriate qualifications and experience in a similar capacity, fluent in English with practical knowledge of secretarial and administrative duties and good communication and computing skills.

Attractive remuneration package above market rates is on offer.

Applications are invited with CV and the names of two non-related referees to:

**Senior Management Coordinator
Colombo International School
28, Gregory's Road, Colombo 7**

Email : management@cis.lk ; Website : www.cis.lk

Tel : 011 2 697587 ,
011 2 691 644 ; Fax : 2699592