

**INSPIRE YOUNG
MINDS**

JOIN OUR TEAM

BRANCH EVENT COORDINATOR

Responsibilities:

- ✓ Planning and assisting in the development of the Events.
- ✓ Good communication and public relations skills.
- ✓ Plan and coordinate events from conception to completion.
- ✓ Manage logistics, budgeting, and vendor relationships.
- ✓ Ensure the smooth execution of events on-site.

Requirements & Skills

- ✓ Event Planning And Event Management skills.
- ✓ Professional command of the English Language. (Spoken & Written)
- ✓ Strong attention to detail and problem-solving skills.
- ✓ Bachelor's degree or Diploma in Hospitality Management, Event Management, Business Administration, Marketing, Public Relations, Project Management or related field.
- ✓ 1-2 years of experience in event planning or management.

NEXTGEN



LYCEUM
INTERNATIONAL SCHOOL



ANURADHAPURA

SEND US YOUR CV
WITH TWO NON-RELATED REFEREES



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