

# PROGRAM COORDINATOR

- **Moratuwa 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)