



Hillwood College Kandy

VACANCIES

A Christian School founded by The Christian Missionary Society is looking for the services of confident and committed candidates with necessary qualifications to fit into the following job:

PERSONAL ASSISTANT TO THE PRINCIPAL

The Ideal Candidate would be:

- Preferably a Female below 45 years
- Minimum Qualifications: G.C.E A/L with English
- Diploma in Secretarial from a recognized Institute
- Excellent command of English & Sinhala
- Professional approach in handling confidential matters
- At least 10 years experience with similar capacity
- Computer Literacy
- Outgoing personality and PR Skills

Interested candidates should forward their CV under Registered Cover or via email to The Principal on **principal_hck@slt.net.lk** stating the relevant post on the top left corner of the envelope, or subject; on or before **15th August 2024** to:

The Principal
Hillwood College, Kandy
Web : www.hillwoodcollege.lk