

WE ARE HIRING A

RECRUITING & ACADEMY MANAGER

REQUIREMENTS

- Bachelor's Degree in Education/BA or related fields
- Minimum 2-3 years of work experience in this similar role
- Good written and verbal communication skills (English/Sinhala/Tamil)
- Strong knowledge in training and development
- Strong organizational and time management skills

SOFT SKILLS

- Mentoring and coaching
- Leadership & team management
- Problem-solving & decision making
- Communication
- Collaboration
- Visionary thinking

HARD SKILLS

- Educational leadership & development
- Curriculum & training development
- Finance & budget management
- People management
- Project management
- Data analysis
- Supplier management

KEY TASKS

- Develop and implement recruitment strategies to attract top talents
- Develop the onboarding process to ensure a smooth workflow in the company
- Establish and improve the company's academy, including course design and evaluation
- Managing the budget and financial resources and its suppliers
- Develop and implement plans for the growth of the school and the academy
- Engage with unit leads to identify current and future hiring needs

BENEFITS

- Accommodation facilities
- Opportunities for professional growth and skill development
- Self-care packages and self-development supports
- Work in a dynamic and creative environment with a passionate team
- Values for multi-cultures and diversity
- Contribute to exciting projects that make an impact
- Flexibility, humanity and learning with challenges

Send your CV & motivation letter to: hr@elukids.com