

Administrative Planner – English

Description

We strive to maintain the highest standards and we're passionate about excellence in everything we do. We team up with clients from various industries, working side by side with them to bring out the best, tapping into the skills and talent from Sri Lanka.

We are looking for a proactive and organized **Administrative Planner – English** to support our educational programs by developing high-quality English learning materials and managing key administrative tasks. This role involves creating lesson plans, worksheets, and sample essays, as well as coordinating resource uploads and collaborating with tutors for feedback. Additionally, you will handle parent inquiries, enrolments, scheduling, and payment tracking to ensure smooth operations. If you have strong grammar skills, excellent problem-solving abilities, and the ability to multitask effectively, we'd love to hear from you!

Responsibilities

English Resource Creation & Curriculum Development

- Prepare English lesson plans, theory sheets, and worksheets covering various grammar and writing topics for Prep to Year 12 classes, with guidance from teachers and founders.
- Write articles and sample essays using AI for different writing types, with guidance from teachers and founders.
- Create visually engaging learning resources using Canva.
- Upload and manage English resources on the company website to ensure accessibility and usability.
- Collaborate with tutors to obtain lesson feedback and suggestions for improvement.
- Handle phone enquiries from existing and prospective parents.
- Convert enquiries into enrolments by providing necessary information.
- Allocate class timings based on the current class schedule.
- Communicate with tutors regarding changes in class timings.
- Track and manage fee payments to ensure timely collection.
- Strong grammar knowledge.
- Active and proactive in managing tasks efficiently.
- Ability to work with minimal supervision and take initiative.
- Adaptable to change and able to adjust quickly when needed.
- A quick thinker with strong problem-solving skills.

Administrative Responsibilities

- Handle phone enquiries from existing and prospective parents.
- Convert enquiries into enrolments by providing necessary information.
- Allocate class timings based on the current class schedule.

Hiring organization

Lanka Talents Creations (Pvt) Ltd

Industry

IT Industry

Employment Type

Full-time

Job Location

Colombo 07, Colombo 07

Valid through

26.03.2026

- Communicate with tutors regarding changes in class timings.
- Track and manage fee payments to ensure timely collection.

Job Benefits

- A vibrant work culture that values your creative
- Opportunities for continuous learning and professional
- Competitive salary

Qualifications

- Strong grammar knowledge.
- Active and proactive in managing tasks efficiently.
- Ability to work with minimal supervision and take initiative.
- Adaptable to change and able to adjust quickly when needed.
- A quick thinker with strong problem-solving skills.

Contacts

Interested candidates are invited to send their **updated CV** to

Email: dehara@lankatalents.lk

Contact: +94 70 500 2122