



Coordinator

- **Vacancy for:** 1
- **Posted on:** April 27, 2018
- **Deadline:** May 3, 2018, 11:55 p.m.

Basic Job Information

Job Category : Teaching / Education > School/ college administration
Job Level : Mid Level
Employment Type : Full Time
Job Location : Gongabu, Nepal
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 2 years

Other Specification

- Fluent in English both spoken and written
 - Good interpersonal and communication skills
 - Creative and always ready to accept new challenges
 - Flexible working hours
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Job Description

- Ensure proper implementation of school calendar, daily routine and other day-day-activities.
 - Monitor and track student progress
 - Maintain relationships with parents and legal guardians of students in order to keep them informed of their child's progress
 - Collaborate with other teachers in order to share best practices and provide meaningful feedback regularly
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Applying Procedure

Apply Link : <https://merojob.com/coordinator-41/>

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