WE ARE HIRING!



Project Workshop Coordinator

SLIBTEC is a high-tech ecosystem, fostering innovation through cutting-edge technologies, dedicated facilities, and a vibrant research culture. It provides a linear research, development and manufacturing platform for the biotechnology business.



We are looking for :

- Bachelor's Degree in Science or Business Management or Project Management or Administration or a related field
- Previous experience in project coordination, event management, workshop coordination, or administration will be an added advantage

Responsibilities :

- Coordinate and manage project-related activities, ensuring timely and effective implementation
- Plan, organize, and coordinate workshops, training programs, meetings, and other events
- Communicate and liaise with project stakeholders, resource persons, participants, and external organizations
- Prepare project schedules, budgets, reports, presentations, letters, and other relevant documentation
- Monitor project progress and follow up on assigned activities and deliverables
- Coordinate procurement arrangements and manage workshop logistics, including venue arrangements, accommodation, transportation, and other related requirements
- Maintain accurate records and documentation related to projects and workshops
- Provide coordination support to ensure the smooth implementation of project activities

Competencies and Skills :

- Excellent communication, organizational, and interpersonal skills
- Good report-writing and documentation skills
- Proficiency in MS Office applications
- Knowledge in Graphic Design Software, AI tools, and Digital Communication platforms
- Ability to work pressure and meet strict deadlines
- Ability to work independently and manage multiple responsibilities effectively
- Willingness to travel for meetings, visits and other engagements

Please email your CV with two non-related referees, mentioning the position in the subject line, before 22nd November 2026

E-mail: slibtec@gmail.com

Sri Lanka Institute of Biotechnology (Private) Limited
SLIBTEC Phase I Building, Mahenwatte, Pitipana, Homagama, Sri Lanka
Phone: +94 11 3431844
Web: https://slibtec.gov.lk/

SLIBTEC
SRI LANKA INSTITUTE OF BIOTECHNOLOGY