



# WE ARE HIRING!

**Cognitio Services Pvt Ltd** is a growing technology-driven administrative back-end office entrusted with managing and overseeing various administrative tasks for Wrexham Glyndwr University and efficiently handles a range of responsibilities to ensure the smooth functioning of student admissions of the university.

From screening applicants' eligibility to conducting credibility interviews including verification of documents are carried out by Cognitio Services.

Cognitio Services plays a pivotal role in supporting the administrative backbone of the university. Our dedication to accuracy, precision, confidentiality, and promptness makes us a trusted partner of Wrexham Glyndwr University International Office.

The university attracts students from diverse backgrounds internationally and promotes internationalization through partnerships with reputed overseas institutions, study abroad opportunities, in a diverse and inclusive campus environment well integrated with the community.

Wrexham Glyndwr University collaborates with key industry sectors and organizations on applied research projects, focusing on areas such as advanced manufacturing, renewable energy, healthcare, and creative industries to support graduates with skills and exposure.

Among many achievements, they were ranked first in the UK for Social Inclusion for the fifth year running.

\* Complete University Guide for 2023.

Full-time positions based in Colombo | Attractive packages above industry standards

## Credibility Assessors cum Administrators

The primary role will be conducting credibility interviews of students who applied to the university from international markets and liaising with the International Office of WGU on administrative tasks associated with the interview outcomes.

### Minimum requirements

- ▶ A recognized bachelor's degree, preferably a master's degree.
- ▶ High proficiency in the English language, both written and verbal.
- ▶ Work experience is desired but not essential.

## Quality Assurance Officers

Will be responsible from reviewing credibility interviews conducted by Cognitio and carrying out quality assurance processes to issuing offer letters. Attention to detail, critical thinking, and the ability to identify areas of improvement will be crucial in maintaining the highest standards of quality throughout the process.

### Minimum requirements

- ▶ Recent graduates and candidates with teaching, commercial, and/or corporate experience.
- ▶ Demonstrates a high standard of English language proficiency, both written & verbal.
- ▶ While work experience is desired, it is not essential.

## Process Executives

The primary responsibility will be to ensure that each applicant meets the entry requirement for the course applied. Handling administrative tasks associated with issuing offer letters on behalf of the University.

### Minimum requirements

- ▶ Recent graduates and candidates with teaching, commercial, and/or corporate experience.
- ▶ Demonstrates a high standard of English language proficiency, both written & verbal.
- ▶ While work experience is desired, it is not essential.

## Accountant

We are looking for an energetic & self-motivated individual to join our dynamic team with a proven track record in the field of finance and accounting.

### Minimum requirements

- ▶ Professional qualification in Accounting (CA / CIMA / ACCA / CMA) or bachelor's degree in Accounting or Finance.
- ▶ 3-5 years of work experience in a similar capacity is essential.
- ▶ Strong knowledge of accounting principles, financial statements and reporting standards.
- ▶ Solid understanding of financial regulations and compliance requirements.
- ▶ Ability to work independently and collaboratively in a team environment.
- ▶ Strong communication skills and ability to convey complex financial information to the Board of Management and stakeholders.

**APPLY NOW** >

Email your comprehensive resume before 5th June 2023 to: [hr@cognitio.world](mailto:hr@cognitio.world)  
Please indicate the position applied for in the subject line.

Only shortlisted candidates will be notified via e-mail and will be called for an interview