



Address: 3, Khaled Ibn Al-Waleed street, Sheraton,
Heliopolis, Cairo 11361, Egypt
Telephone: +20 2 22 68 47 04
Fax: +20 2 22 68 47 05
Internet: www.si-ware.com

Position: Administrative Assistant

Job Description:

- Providing administrative support to officials and managing calendars
- Filing and keeping track of all documents
- Making travel arrangements
- Office & facility management
- Keeping track of employee's vacations
- Managing daily operations (Ticketing System)

Qualifications:

- BSc degree in Commerce, Alsun or Arts.
- With 1-3 years of experience in a similar position is preferred.
- Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information, Professionalism, Problem Solving, Supply Management, Inventory Control, Verbal
- Excellent command of English language.
- ***This job posting is intended for male candidates only.***

Potential candidates are welcome to forward their resumes with an email subject [AA] to human.resources@si-ware.com