

Announcement for the position of Office administrator

The Coptic Association for Social Care (CASC) is a central civil association that has been working in the field of community development since the year 1990. It is concerned with the development of man by man to help people in all areas of life (education - health - economics ... etc.) to raise the quality of living for Egyptian people.

Job purpose

Carrying out administrative and logistical work in the project “ Productive Resilient Communities” funded by the European Union for a period of three years at the association's headquarters in Cairo. The project is implemented in two villages in Upper Egypt and in a slum area in Cairo.

Responsibilities and duties:

- Follow up and organize electronic files, administrative documents, notes and letters, and arrange responses to them.
- Proposing administrative instructions that facilitate the workflow and keeping them in a special register after their issuance.
- Arranging interviews and meetings.
- Recording of meetings, processing minutes of meetings and distributing them.
- Follow up on the administrative tasks related to annual employee leave.
- Follow up consultant and corporate contracts
- Coordination of field visits and participation in travel if required.
- Assist in preparing training materials.
- Coordinating and organizing the training administrators
- Carrying out other tasks assigned by the direct supervisor.

Functional Relationships:

- Direct contact with the project manager

Qualifications:

- Education: holds an appropriate university degree.
- Experience: not less than three years of professional experience, preferable are those who have previously worked in the field of NGOs and development work
- Language: it is required to be proficient in both written and verbal English
- Computer: proficiency in Microsoft Project applications

Skills:

- Fluent in communication and teamwork skills
- Innovative and actively seeks to improve services

Full time job 100% time (40 hours per week)

