

Position Title: Administrative Assistant

Reports to: CHRO

Purpose

The administrative assistant will oversee the general administrative function and activities of the office, and oversees the daily work activities of the office, may handle, or assist with Office discipline.

Essential Functions

- Provide support to our managers and employees.
- Assist in daily office needs and manage our company's general administrative activities:
- Answer and direct phone calls
- Write and disseminate emails, correspondence memos, letters, faxes, and forms.
- Develop and maintain a filing system.
- Order office supplies and research new deals and suppliers.
- Maintain contact lists.
- Provide general support to visitors.
- Act as the point of contact for internal and external clients.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Making travel arrangements, such as booking flights, and making hotel and restaurant reservations.

Job Qualification:

Education And Experience

- A bachelor's degree or equivalent.
- Five years of experience in office administration
- Office management experience.
- Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.

Knowledge, Skills, and Abilities

- Extensive knowledge of office management procedures.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software.

Interested candidates, please apply by sending your CV (mentioning the title of the position you are applying to in the email's subject), to TSFE's careers email below:

careers@sovfundegypt.com