



DIGITAL ERA
ENABLING BUSINESS BY TECHNOLOGY

Wednesday Dec 20th ,2017

Receptionist & Admin Assistant

Desired Skills and Experience

- 0 -3 previous experience
- University degree in a relevant major
- Multitasking, and focused
- Excellent command of English language
- Proficient with Microsoft Office Suit, email and social media applications.

Primary Functions:

- Supervise office boy and front office desk
- Organize daily/weekly of all incoming mail, calls and tracing file.
- Ensure that calls are screened and dealt with in an appropriate way
- Record minutes of meetings and circulated them for further communication with proper follow up on the dead times.
- Prepare presentations and other documents required for the head of office.
- Create and maintain filing system for the office administration.

Alignment:

Aligned to Ethical values and committed to the company good image.

send your resume to info@digitalEra4IT.com

Closing date is Jan 8th ,2018

Digital Era for Information Techology, LLC.

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ديجيتال ايرا لتكنولوجيا المعلومات - ش.ذ.م.م.

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الهرم - الجيزة - مصر
التليفون: ٠١٢٨٣٠٢٢٤٤١ - ١٠٠١٠٥٤٧٥ (+٢٠)
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