



Cairo American College

SUPPORT STAFF VACANCY ANNOUNCEMENT

ACADEMIC YEAR

2023-2024

Assistant to the HoS/BoT Executive Assistant
Head of School Office
(FULL-TIME POSITION)

JOB SUMMARY:

The assistant to the HoS/BoT Executive Assistant provides administrative support to the executive assistant and assists in managing the daily operations of the HoS office and BoT tasks. This role requires exceptional organizational skills, strong attention to detail, and the ability to handle multiple tasks efficiently. The Assistant serves as a crucial link between the executive assistant, staff, faculty, students, parents, and other stakeholders, ensuring effective communication and smooth functioning of the HoS office.

REQUIRED QUALIFICATIONS:

- Bilingual in Arabic and English
- Proven experience as an administrative assistant or secretary, preferably in an educational setting.
- Proficiency in office software applications (e.g., Microsoft Office Suite, Google Workspace, excel) and familiarity with database management and Artificial Intelligence apps.
- Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- Strong verbal and written communication skills, including professional phone etiquette.
- Discretion and ability to handle sensitive information with confidentiality.
- Proactive and resourceful problem-solving abilities.
- Ability to work collaboratively as part of a team and independently with minimal supervision.
- Flexibility to adapt to changing priorities and deadlines in a fast-paced environment.

Application deadline: January 31st, 2024

Interested candidates should submit a job application (Found on CAC website)
<https://www.cacegypt.org/index.php/support-staff-employment-application>