



Cairo American College
SUPPORT STAFF VACANCY ANNOUNCEMENT
ACADEMIC YEAR
2021-2022

Business Services Manager
Operations and Finance Office
(FULL-TIME POSITION)

JOB SUMMARY:

Responsible for overseeing the operations of a variety of management and business functions within CAC, including local and overseas purchasing, print shop, and central store. Negotiating the best value contracts with reputable and reliable vendors or service providers. Directly supervises CAC's local and overseas purchasing. Acts as CAC liaison with customs officials.

REQUIRED QUALIFICATIONS:

- Bachelor's degree or equivalent (Business or related field)
- Computer literate
- Fluent in English and Arabic
- Experience in overseas purchasing (5 years)

REQUIRED SKILLS:

- Analytical skills, budgeting skills, supervisory skills, communication skills, interpersonal skills, problem-solving skills, ability to prioritize planning skills.

DESIRED SKILLS:

- Previous supervisory and management experience (5 years)

Application deadline: ~~April 27th, 2021~~

We extend the job ad till May 5th, 2021

Interested candidates should send an email with an up- to- date resume

to: Ehab Nagy- Human Resources Department

Phone #: (20-2) 2755-5592

Email: staffvacancies@cacegypt.org

Posted on April 13, 2021