



Cairo American College

SUPPORT STAFF VACANCY ANNOUNCEMENT

ACADEMIC YEAR

2025-2026

Local Purchasing Agent
Business Services Department
(FULL-TIME POSITION)

JOB SUMMARY:

Purchases a variety of supplies locally for all CAC Departments. Identifies and contacts vendors in the local market. Makes purchases as needed. Follows all CAC policies and procedures regarding purchasing and cash management.

QUALIFICATIONS

All employees at CAC are expected to relate positively to and communicate effectively with students. All employees are expected to organize work efficiently and manage time effectively.

- Experience as an Executive Secretary or Administrative Assistant.
- Able to perform basic word processing and other computer functions.
- Fluent in English and Arabic.
- Experience in procurement or as a purchasing agent (at least 3 years).

DESIRED SKILLS

- Bachelor's Degree or equivalent

Application deadline: until the position filled.

Interested candidates should submit a job application (Found on CAC website)

<https://www.cacegypt.org/index.php/support-staff-employment-application>

Posted on January 15, 2025