



Cairo American College

SUPPORT STAFF VACANCY ANNOUNCEMENT

ACADEMIC YEAR

2026-2027

Administrative Assistant
Maintenance Department
(FULL-TIME POSITION)

JOB SUMMARY:

Provides secretarial support to the Maintenance Departments. Performs all clerical duties as requested. Completes a variety of other tasks related to the management of these offices. Receives and processes all maintenance work orders. Maintains a database for all work orders. Maintains databases for overtime pay for technicians and submits pay requests.

QUALIFICATIONS:

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

- Bachelor's degree or equivalent
- Advanced computer skills
- Fluent in English and Arabic (written and spoken)

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 March 18, 2026