



الأكاديمية العربية للعلوم والتكنولوجيا والنقل البحري

Arab Academy for Science, Technology & Maritime Transport

Entire Vision want a Office secretary
Job Description and Requirements

- Office secretary with high calcification and well aware of internet and Microsoft office.
- (ONLY FEMALE) (PHOTO WITH CV)
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Organizes work by reading and routing correspondence; collecting information; initiating telecommunications.
- Maintains department schedule by maintaining calendars for department personnel; arranging meetings, conferences, teleconferences, and travel.
- Completes requests by greeting customers, in person or on the telephone; answering or referring inquiries.
- Maintains customer confidence and protects operations by keeping information confidential.
- Prepares reports by collecting information.
- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Keeps equipment operational by following manufacturer instructions and established procedures.
- Secures information by completing database backups.
- Provides historical reference by utilizing filing and retrieval systems.
- Maintains technical knowledge by attending educational workshops; reading secretarial publications.
- Contributes to team effort by accomplishing related results as needed

<http://www.akhtaboot.com/en/egypt/jobs/city/cairo/-24207Office-secretary-at-Entire-Vision>

