



Cairo American College

SUPPORT STAFF VACANCY ANNOUNCEMENT

ACADEMIC YEAR

2025-2026

**Administrative Assistant
Early Intervention Center
(FULL-TIME POSITION)**

JOB SUMMARY:

The Early Intervention (EIC) Administrative Assistant provides comprehensive secretarial support for the Early Intervention Center Director (EIC), including drafting correspondence in English and Arabic, screening calls and visitors, and handling various office tasks. They assist in scheduling appointments and meetings, coordinate meeting logistics, and offer translation services during meetings as needed. The Administrative Assistant maintains office records, student files, prepares assessment materials, manages databases, and ensures confidentiality. They also support scheduling EIC related business trips, assist with budget preparation, coordinate parent-teacher conferences, and assist in various administrative and event-related tasks.

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.

- University degree or equivalent
- Fluency in English and Arabic both written and spoken.
- Advanced computer skills (Google Suite)
- Database management experience (one year minimum)
- Excellent organizational and time management
- Excellent and effective communication skills

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>

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