

NILE UNIVERSITY

NU is the first research, Non Profit “Ahleya” university in Egypt .
It was inaugurated in 2007 as a world-class, internationally
recognized education and research University.

Nile University is seeking to hire:

IT Coordinator

The Successful candidate will:

- Provides administrative assistance to IT Director in conducting meeting and event scheduling and coordination, calendar management, travel coordination, and communication/correspondence with staff.
- Aids in the understanding and interpretation of the University policies and procedures, as appropriate, and ensures that team members follow policy provisions and standards
- Keep leadership well informed of upcoming commitments and responsibilities and follow up appropriately.
- Assist with creation or editing of presentations, diagrams and documentation.
- Assist with department budgeting and management. Document and manage schedules for recurring software and hardware payments.
- Coordinate procurement activities including invoice processing, product delivery, vendor agreements, and purchasing activities when applicable.
- Assist with inventory management including recording inventory activities, auditing, reconciling discrepancies and asset disposal.
- Update and maintain monthly metric reports
- Assist other IT management with planning and/or implementation of projects
- Basic understanding of support functions is a plus.

Requirements:

- 3 years administrative experience preferred
- Knowledge of office management systems and procedures
- Proficiency in Microsoft Office Products (Office 365, Word, Excel, PowerPoint, Outlook, etc.). Microsoft Visio or experience with similar tool is a plus.
- Attention to detail and problem solving skills
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail required
- Experience with web conferencing and collaboration tools is a plus
- Work experience with an IT or comparable technical department is a plus

To Apply:

Applicants must submit their CV to careers@nu.edu.eg , and mention the title of the job in the subject of their email.

For More information

www.nu.edu.eg/careers