

## Administrative Assistant

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Company: SSC Egypt

Location: Cairo

Category: other-general

Receiving e-mails and handling customers' requirements with related account managers.

Preparing needed documentation related to the sales department.

Coordination between the sales department and other departments in the company.

Follow up on orders' delivery status with the responsible department.

Coordinating delivery of orders with customers & issuing sales invoices.

Follow up on payments' status with customers until received.

Administrating and updating a web-based customer ordering system.

Maintaining an electronic filing system.

Issuing various sales reports.

## Requirements

### Required qualifications and skills:

Suitable University Graduate.

2+ years experience in administrative position (Preferred in IT business).

Experience in dealing with corporate accounts.

Excellent Computer skills (Office, Internet & E-mail).

Excellent business writing skills.

Fluency in English language.

Proven communication and customer relationship skills.

Highly proactive, initiative & self-motivated.

Presentable and Punctual.

Residence in Heliopolis, Nasr city, or surrounding areas preferred.

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