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Third Career Fair
22-DEC 2018 @The Greek Campus

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PROFESSIONAL DEVELOPMENT FOUNDATION

BUILD YOUR CAREER AND ASPIRE A BETTER LIFE

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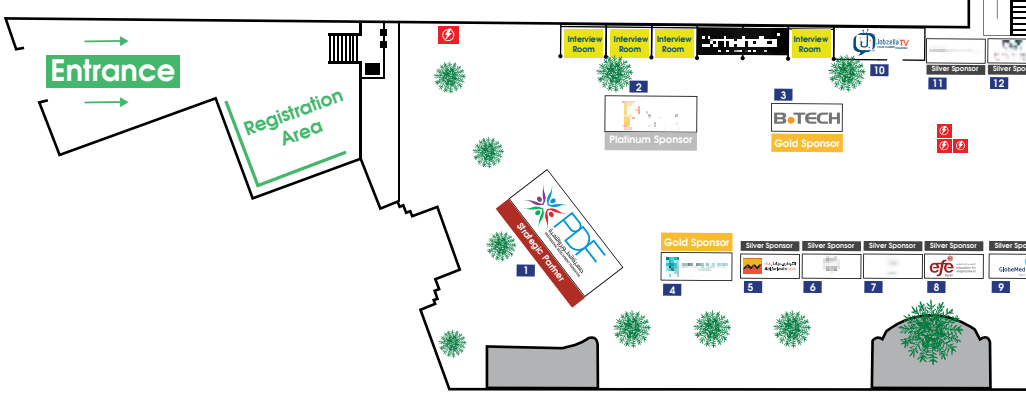
50-UNION TRADING
30-XCEED
51-YELLOW PAGES

10-JOBZELLA TV
33- JOBZELLA CHRISTMAS



Strategi

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Event Map

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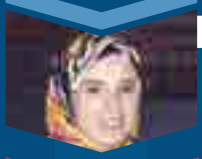
INSPIRING SPEECHES' AGENDA

START 10:00

10:30 - 11:00

DR.KHALED ISMAIL
CHAIRMAN AND FOUNDER
HIMANGEL



11:00 - 11:30

YASMIN EL DEEB
MARKETING DIRECTOR
MARAAM.IO

11:30 - 12:00

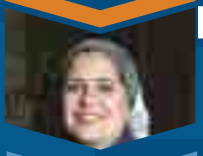
RAMY KHODEIR
CEO
AIM CONSULTING

12:00 - 12:30

YASSER SHAKER
CEO & FOUNDER
OPTIMISTIC SPARK

12:30 - 01:00

AHMED NAGUIB
STRATEGIC TALENT
ACQUISITION MANAGER
B.TECH



01:00 - 01:30

MARWA EL ABASSIRY
CHIEF HUMAN RESOURCES OFFICER
CLEOPATRA HOSPITALS GROUP

01:30 - 02:00

DINA EL MOUGY
SENIOR HUMAN CAPITAL MANAGER.
MAJID AL FUTTAIM-VENTURES EGYPT & KENYA

2:00 - 2:30

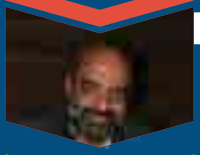
WAEL FAKHARANY
VICE PRESIDENT &
GENERAL MANAGER EMEA
INCORTA

02:30 - 03:00

WALID EL WATANY
HUMAN RESOURCE DIRECTOR
ATTIJARIWAFA BANK

03:00 - 03:30

AHMED EL SAYED
CEO & FOUNDER
EGYCHAM

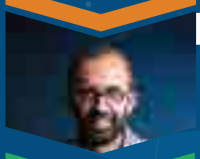


03:30 - 04:00

AHMED OSMAN
CO-FOUNDER AND CEO
PARTNER PEO,

04:00 - 04:30

SAMA SAIED
RADIO PRESENTER
RADIO HITS



04:30 - 05:00

AHMED ADEL
EXECUTIVE PARTNER
CONTIGO

05:00 - 05:30

MAHMOUD NAGUIB
CEO
ZAMILTEC

5:30 - 6:00

CLOSING SPEECH
NADER EL-BATRAWI
FOUNDER & CEO
JOBZELLA

END | 6:30

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FREE WORKSHOPS

JAMEEL BUILDING
1ST FLOOR ROOM 101 & 102

12:00 - 1:00 ROOM 101

THE FIRST STEP IN THE EGYPTIAN MARKET
NOK FOR HUMAN CAPITAL SOLUTIONS

TICKET TO YOUR CAREER DESTINATION
efe

1:00 - 2:30 ROOM 101

- RESUME EXPRESS STATION

2:30 - 4:00 ROOM 101

- THE INTERVIEWER'S GUIDE TO THE GALAXY

4:00 - 6:00 ROOM 102

DISCOVER YOUR CAREER PASSION

EGYCHAM

4:00 - 6:00 ROOM 101

THE POSITIVE LEADER

YASSER SHAKER

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جمعية التطوير والتنمية
PROFESSIONAL DEVELOPMENT FOUNDATION

تأسست **جمعية التطوير والتنمية** - جمعية أهلية غير حكومية لا تهدف الربح - في نوفمبر ١٩٩٨ بفكر يهدف إلى تنشيط العمل في مجال تنمية الموارد البشرية وبقناعة تامة لمجموعة من " أبناء مصر " آمنوا بالدور الحيوي الذي يمكن أن تلعبه الجمعيات الأهلية في دعم مجتمعاتها اجتماعيا واقتصاديا ولذا تهدف الجمعية إلى رفع قدرات الإنسان المصري سواء كانت مشاركته وإسهامه من خلال القطاع العام أو القطاع الخاص أو منظمات المجتمع المدني وذلك من خلال تحديد الإحتياجات ووضع وتنفيذ برامج التدريب المتعددة بدءً من حديثي التخرج وحتى القيادة التنفيذية. وللجمعية سابقة أعمال جادة تدعو إلى الفخر حيث تجاوز عدد الحاصلين على منح التدريب حتى تاريخه مائة ألف خريج وقد بلغت نسبة التوظيف ما يناهز ٩١ ٪ من إجمالي هذا العدد . بالإضافة إلى إشتراك الجمعية في تقديم الكثير من الإسهامات في مجال تطوير التعليم ورفع كفاءة الجهاز الإداري بكلا من القطاعين العام والخاص وكذا البناء المؤسسي لمنظمات المجتمع المدني.

نحن نرى المعادلة كالآتي: مستقبل مصر والمنطقة يتصل اتصالاً وثيقاً بحجم وجودة استثماراتنا التي نضعها اليوم في تنمية الموارد البشرية وبناء كوادر الجيل الشاب.

اتصل بنا على
١٩١٤٣

* أكاديمية الشباب:

توفير المنح التدريبية للخريجين الجدد لتمكينهم من انطلاق الفنان لإمكانياتهم وتحقيق أحلامهم.

* مركز إعداد القيادات التنفيذية المتميزة:

تعزيز المهارات الإدارية للأفراد والمؤسسات بمحاكاة الواقع العملي ووضع المديرين في تجارب مماثلة للواقع تعمل على تنمية مهاراتهم الفنية والثقافية والشخصية.

* مركز دعم قدرات المجتمع المدني:

تطوير خبرات وتحسين كفاءات مؤسسات المجتمع المدني من خلال التدريب العملي والنظري.

نحن في جمعية التطوير والتنمية نعتقد أننا من خلال استثماراتنا في تنمية الكفاءات البشرية ندعم خلق مستقبل ناجح ومزدهر في مصر ومنطقة الشرق الأوسط.

www.pdf-eg.org

The Professional Development Foundation (PDF)

The Professional Development Foundation (PDF) is a nonprofit, non-governmental organization founded in 1998 by key leading members of the private sector with a clear objective of developing our country's business sector thus enabling it to compete in the global arena. PDF aims to transform the culture of the private sector and reorient it to international levels of excellence and achievement through the development of its human resource sector. In order to do so, new modes of work place operation need to be attained along with updating new systems and adopting new technologies.

To achieve those goals, PDF has succeeded in building cutting edge courses of which the majority are subsidized to ensure that youth who do not have access to such opportunities are reached.

Our programs are made available to fresh public university graduates who lack the work/life skills needed to jump-start their careers. Hence, PDF grants these young graduates the unique opportunity to realize their potential and work/life aspirations.

These rigorous programs are designed to focus on a wide range of critical 21st century skills fully equipping youth to enter the job market confidently and/or start their own small business.

Empowering fresh graduates to lead and develop successful career paths and attain quality employment in today's ever-competitive job market is our ultimate goal.

PDF's mission is to create an empowered, talented workforce alongside our commitment to create a capable civil society both of which will serve in enhancing Egypt's economic growth, social well-being and global competitiveness.

Company Website: www.pdf-eg.org

Facebook: www.facebook.com/ngopdf

Telephone: 19143

Address: 63 Syria Street, Mohandessin

E-mail: youthacademy@pdf-eg.org

TO APPLY FOR AND KNOW ABOUT THE NEW VACANCIES PLEASE VISIT THE COMPANY`S PAGE ON JOBZELLA

www.jobzella.com/pdf/jobs

You heard it. We are looking for enthusiasts - yes, that rare breed in the pursuit of something more than just a job. A calling that rings true with our values of bold ideas, passionate people who work beyond their call of duty to create great moments together.

[Give your career a passionate start. Come meet us at the Greek Campus - AUC 22nd December | Address: Tahrir Gate : 171 Tahrir street Downtown, Cairo, Falaki Gate: 28 Falaki street, Downtown, Cairo.]

Mall of Egypt · City Centre · Carrefour · Vox · Magic Planet · Najm · Al Mouj · Al Zahia · Tilal Al Ghaf

ماجد الفطيم
MAJID AL FUTTAIM
GREAT MOMENTS FOR EVERYONE, EVERYDAY.

Majid Al Futtaim Ventures-Egypt

Founded in 1992, Majid Al Futtaim is the leading shopping mall, communities, retail and leisure pioneer across the Middle East, Africa and Asia.

A remarkable business success story, Majid Al Futtaim started from one man's vision to transform the face of shopping, entertainment and leisure to 'create great moments for everyone, every day'. It has since grown into one of the United Arab Emirates' most respected and successful businesses spanning 15 international markets, employing more than 43,000 people, and obtaining the highest credit rating (BBB) among privately-held corporates in the region.

Majid Al Futtaim owns and operates 23 shopping malls, 13 hotels and four mixed-use communities, with further developments underway in the region. The shopping malls portfolio includes Mall of the Emirates, City Centre malls, My City Centre neighbourhood centres, and four community malls which are in joint venture with the Government of Sharjah. The Company holds exclusive rights to the Carrefour franchise in 38 markets across Middle East, Africa and Asia, and operates a portfolio of more than 243 outlets in 14 countries.

Majid Al Futtaim operates 331 VOX Cinema screens and 37 Magic Planet family entertainment centres across the region, in addition to iconic leisure and entertainment facilities such as Ski Dubai, Orbi Dubai and Ski Egypt, among others. The Company is parent to the consumer finance company 'Najm', a fashion retail business representing international brands such as Abercrombie & Fitch, AllSaints, lululemon athletica, Crate & Barrel and Maison du Monde. In addition, Majid Al Futtaim operates Enova, a facility and energy management company, through a joint venture operation with Veolia, a global leader in optimized environment resource management. The Company also owns the rights to The LEGO Store and American Girl in the Middle East and operates in the food and beverage industry through a partnership with Gourmet Gulf.

Company Website: http://www.majidalfuttaim.com/

Working Hours: 9 Hours

Address: Mall of Egypt

Vacancies:

➢ 1-Snow Park/Ski Lift Operator- SKI Egypt

Job Description:

- Operating the ski lift and assisting customer on to and off the ski lift in accordance with the health and Safety regulations
- Welcome and greet customers.
- Assist customers onto and off the ski lifts.
- Incase required need to be mobile on each ski lift.
- Controls the ski lift in accordance with the health and safety regulations.
- Ensure safety of children/guests
- Ensures the proper maintenance and regular checks of the ski lift
- Ensure the cleanliness of the ski lift.
- Miscellaneous other tasks as reasonably required.

Qualifications:

Skillset (job specific technical skills and behavioral competencies needed)

- Fluent English & Arabic is an advantage
- Team Player
- Flexibility in terms of working hours.
- Customer service orientated

Minimum Qualifications/education

Minimum High School Diploma

➢ 2-Customer Service- VOX Cinema

Job Description:

To perform duties required in all departments at a consistently high service level whilst working within guidelines of MAF Cinemas policies and procedures..

Service:

- To perform duties required in all departments at a consistently high service level whilst working within guidelines of MAF Cinemas policies and procedures..
- Follow MAF Cinema's Service Steps to deliver a consistent high level of service to all guests.
- Extend courteous departures as guests leave the restaurant
- Complete opening and closing duties including setting up necessary supplies and tools, cleaning all equipment and areas, locking doors, etc
- Implement the MAF service steps.
- Be familiar with the operation of Vista system and manual system procedures.

Team:

- Respect all fellow team members and treat as equals.
- Always provide assistance to others where possible regardless of which department is listed

Health & Safety:

Adhere to policies & procedures listed in MAF Cinemas health and safety management program to ensure a safe environment for guest, colleagues and self.

Food Hygiene & Handling:

Follow food hygiene policies to ensure all food & beverage served to MAF Cinemas guests is safe and free of contamination.

Suggestive Selling & Upselling:

Utilize suggestive selling and upselling skills in all areas of the cinemas to maximize each transaction.

Cash Handling:

Adhere the MAF Cinema's cash handling policies to ensure all guests receive the correct change and minimize unders/overs for each and every shift.

Qualifications:

Skillset (job specific technical skills and behavioral competencies needed)

- revious F&B/Customer Service/Retail experience preferred.
- Physically fit to perform required duties.
- Able to read/write in English.
- The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Be available to work night shifts, and on weekends and public holidays as per the roster.

Minimum Qualifications/education

Bachelors Degree

➢ 3-Customer Service- Magic Planet

Job Description:

- Guarantee maximum guest satisfaction, by providing an exciting, professional and enjoyable experience in addition to monitoring the orderly operation of the store's equipment in a clean and safe environment
- Carries out minimal technical jobs (e.g. blocked tickets), empties and reconciles token machines when necessary and collects meter readings and reconciles tickets in machines.
- Maintains the tidiness of the immediate work area to meet company standards.
- Meets and assists guests on the floor to maximize their interest in using the games/rides available.
- Keeps updated knowledge concerning promotions and fees in aim to advise guests on the best value for money transactions available that meet their specific requirements.
- Issues Magic Planet cards/tickets and carries out all the relevant transactions using the company's Embed system including collecting and reconciling cash, vouchers, wristbands and coupons.
- Issues and redeems prizes according to points' value.
- Maintains excellent customer service at all times in addition to handling all guest complaints promptly and professionally and ensures immediate escalation to the Floor Supervisor on duty as required.

- Answers customers' inquiries about payouts and redemption issues.
- Insures that the Redemption Counter / merchandise items are shuffled periodically and organized in an attractive manner to maintain a fresh look at all times.
- Monitors and carries out stock checks with the necessary controls.
- Operates rides according to the Standard Operating Procedures (SOPs')
- Insures that all guests use the Personal Protective Equipment (PPE) required for certain attractions in the correct manner.
- Guarantees the safe operation and evacuation of rides in case of accident or breakdown
- Guarantees children are signed in and out of appropriate areas when needed.
- Completes all log entries in the log book on daily basis as required.
- Guarantees proper opening and closing of all rides, machines and points of sales in the assigned area at the end of the shift/business hours.
- Aware of gaming techniques of available games to answer guest inquiries about features of the games in the respective area of work to insure safe and proper use.
- Adheres to all the company's policies and procedures with regards to Health and Safety, grooming, code of conduct, working hours and attendance.
- Ensures that games, rides and any company property in the store are handled in the right manner to prevent damage.
- Supervises and monitors stock movements from the store to Redemption and/or machines.
- Acts as a Health and Safety representative when and where required as per the Management instructions in addition to any other duty assigned by the Store Management.

Qualifications:

Skillset (job specific technical skills and behavioral competencies needed)

- Must have the ability to follow verbal and written communications and; communicate effectively with public and coworkers in a professional and courteous manner.
- Good command of English language (verbal and written).
- Computer literacy
- Should maintain a high standard of cleanliness without instruction.
- Should maintain a consistent high standard of guest services.
- Team:
- Respect all fellow team members and treat as equals.
- Always provide assistance to others where possible regardless of which department is listed

Minimum experience

- Previous experience in a similar field is preferred.
- Experience in cash handling is preferred.
- Must be able to explain and enforce operating policies and procedures.
- Should be pleasant, presentable, helpful and capable of answering questions regarding promotions, birthday parties and general use.
- Should be prepared to work overtime if needed.

Minimum Qualifications/education

- Bachelor degree with minimum relevant experience of 0-2 years in a customer service role within the leisure, retail and hospitality sector ideally gained operating family entertainment centers like Magic Planet.
- Good command of English language (verbal and written).
- Computer literacy

➢ 4-Human Capital Administrator

Job Description:

- Provides support to the HR Manager in coordinating Human Capital services for the Head Office and Business Units. Assist in sourcing and selecting qualified candidates for the company in an efficient and cost-effective manner in addition to preparing all related paper work.
- Initiates and processes personnel actions to effect changes in employee status such as transfers, promotions, leave of absences, and terminations
- Prepare all onboarding and offboarding documents
- Establish and maintain a filing system for the department and ensure all required documents and record updates are available.
- Open personal files for new employees and ensure all relevant papers/ documents are properly filed.
- Coordinate the process of reference & background checks of accepted employees
- Ensure all certificates and documents to be submitted to governmental authorities.
- Ensure that the company is aligned with the Social Insurance policies and Labor Law
- Follow up on renewal of all contracts for all staff.

Qualifications:

Skillset (job specific technical skills and behavioral competencies needed)

- Proficient in use of computers and capability to manage computerized HR system.
- Team player having excellent communication and inter-personal skills.
- Should possess good knowledge of Egypt Labor Law and visa/work permit procedures.
- Pleasing personality which reflects the corporate culture

Minimum Qualifications/education and experience

- Should possess a degree from a recognized university (preferably with HR qualifications)
- 0-1 years HR experience in a reputed company.
- Fluent in English and Arabic

➢ 5-Sales Executive

Job Description:

- Understanding the clients requirements and then customizing packages and services as per their needs
- Identify key clients and maintain relationship with all potential and existing organizations/ Partners
- Research, prospect, and sell professionally in order to achieve maximum potential revenue for corporate and school segment.
- Reach out to organizations, corporations, trade shows and special functions on regular basis (existing and new clients) to sell: Educational programs, field trips, school groups & corporate groups.
- Promote our leisure units and generate footfall and revenue through B2B (business to business) and B2C sales (business to customer).
- Report data to management and gathering market intelligence
- Provide concrete feedback to the Sales Manager on changing marketing conditions, including trends in the market, as a result of direct sales solicitation, telephone, competition check, networking and direct mail, with his/her accounts.
- Be responsible for all administrative requirements including reports, correspondence, logistics, event orders, budget reports
- Handle all clients requirements and deliver accordingly, within operational parameters
- Update and record all bookings, ensuring fluent communication of bookings across all departments.
- Coordinate payments with finance section.
- Update and record all reservations and confirmations of all groups.

Qualifications:

Skillset (job specific technical skills and behavioral competencies needed)

Sales Executive Skills and Qualifications

Meeting Sales Goals, Negotiation, Selling to Customer Needs, Motivation for Sales, Sales Planning, Building Relationships, managing Processes, Market Knowledge.

Minimum experience

- 3 years in the hotel sales industry or leisure and entertainment sales department is preferred
- Should have a valid driving license and a car

Minimum Qualifications/education

- Graduate Degree

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www.jobzella.com/majialfuttaim/jobs

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Available on the App Store

BenefEx
Benefits Unleashed

POWERED BY Partner PEO

BENEFITS ADMIN

Your organization can have cost effective practices and better services through our special corporate agreements with different providers in the staff benefits fields of medical and life insurance, pension plans, special discounts with variety of retail and consumer services outlets.

WHAT WE DO

- Medical Coverage Programs
- Life Insurance Programs
- Accidents & Disability Insurance
- Pension Plans
- Exclusive Discounts Deals & Purchasing Privileges

Partner PEO

PAYROLL ADMIN

While keeping your headcount management in-house, your organization still can use our salary administration which can provide a relief from the monthly calculations and legislation of the Social Insurance Law, Income Tax Law and monthly bank transfers. Our service will continuously ensure that your operations run smoothly and that you are always updated with all that is new in legislations related to calculating the salaries for your employees.

WHAT WE DO

- Complete end to end Payroll Processing
- Bank Accounts & ATM cards Issuance
- Bank(s) Monthly Transfers
- Pay Slips Issuance
- HR Letters issuance for Staff Credit Facilities
- Generation of Payroll Reports

Partner PEO

OUTSOURCING & PERSONNEL

Human Resources outsourcing is a cost effective alternative for your business. Outsourcing insures a smooth operations, less risk for your organization, less administrative time and efforts which let your Human Resources team focus on strategic practices.

Partner PEO is one of the unique Human Resources Outsourcing companies through our service and hands on experienced consultants in Personnel Management, Legal Affairs, Payroll, Income Tax and Social Insurance Specialists.

Our outsourcing service includes personnel administration, social insurance, labor relations, payroll, government compliance and salary administration. In addition, we provide consultations within the areas of personnel and legal affairs.

WHAT WE DO

- Definite/Temp Headcount Contractual Outsourcing
- Short/long Term Projects Headcount Management
- Social Insurance Operations
- Labor Regulations Compliance
- Hiring & Contracts Management
- Expats work permits Issuance & Renewals

Partner PEO

RECRUITMENT & SELECTION

Acquiring the right talent at the right time is a challenge that all organizations face. Our recruitment consultants take the time to clearly understand your requirements, search our extensive database, screen and select the right caliber for your vacancy.

Our data bank contains over 500,000 of qualified candidates in all disciplines and different seniority levels.

WHAT WE DO

- Headhunting
- Local & Off Shore Sourcing
- Executive Search for Top Management Positions
- Job Ads Management
- Special Projects Mass Recruitment
- Pre Employment Testing & Assessment

Partner PEO

Partner PEO

Partner PEO is an Egyptian "Professional Employer Organization" established in 2011 by a group of HR & Business professionals with more than fifteen years of diversified experience in the HR field in multinationals and various industries locally & offshore to provide wide range of HR Services including; recruitment, outsourcing, payroll administration & HR and management consultations.

Partner PEO aims to continue establishing solid partnerships based on reliability, excellence and trust to ensure mutual business growth across Egypt and the Middle East.

Company Website: www.partner-peo.com

Working Hours: 9 am to 5 pm

Vacancies:

➢ 1-Payroll Accountant

Qualifications:

- Bachelor of Commerce - Accounting
- 2-5 years' experience in payroll

➢ 2-General Accountant

Qualifications:

- Bachelor of Commerce - Accounting
- 2-5 years' experience in accounting field

➢ 3-Senior Sales Executive

Qualifications:

- 3-5 years' experience in Sales
- E-commerce background is preferable
- Fluent English

➢ 4-Content Writer

Qualifications:

- 1-3 years' experience in content writing
- Fluent English

➢ 5-Real estate Sales Manager

Qualifications:

- 5+ years' experience in same position
- Real estate experience is a must
- Leading a team and Setting up sales target plans

➢ 6-Sales Engineer

Qualifications:

- Bachelor of Engineering - Mechanical Power Department
- 2-4 years' experience in Industrial Sale7

➢ 7-Internal Technical Support Engineer

Qualifications:

- Bachelor of Engineering – Mechanical design
- 1-3 years' experience in design engineering

➢ 8-Maintenance Manager

Qualifications:

- Minimum 7 years of experience with at least 5 years in plant maintenance management or engineering.
- Mechanical Engineering degree.
- Project management skills; Timeline, budget, resource management
- Effective people management and communication skills.
- FMCG Background is a must.

➢ 9-Production Line Manager / Section Head

Qualifications:

- 4-6 years' experience.
- FMCG Background is a must.

➢ 10-Senior Production Engineer

Qualifications:

- 3-5 years of Experience.
- FMCG Background is a must.

➢ 11-Production Engineer

Qualifications:

- 1-3 years of Experience.
- FMCG Background is a must.

➢ 12-Utilities Section Head

Qualifications:

- 4-6 years of Experience.
- FMCG Background is a must.

➢ 13-Senior Electric Engineer

Qualifications:

- 4-6 years' Experience.
- FMCG Background is a must.

➢ 14-Electrical Engineer

Qualifications:

- Minimum 3 years' Experience.
- FMCG Background is a must.

➢ 15-Electrical Technician

Qualifications:

- Minimum 5 years' Experience.
- FMCG Background is a must.

➢ 16-Social Media & Graphic Design Specialist

Qualifications:

- 5+ years' Experience in Retail.

➢ 17-Brand Manager

Qualifications:

- 5+ years' Experience in Retail.

➢ 17-Recruitment Specialist

Qualifications:

- 3 years' Experience in Recruitment.

➢ 18-QA Supervisor

Qualifications:

- Bachelor degree in Food science related course
- Minimum two (2) years' relevant experience in Food Industry.

➢ 19-In Process Technician

Qualifications:

- Bachelor degree in Food science related course
- Minimum two (2) years relevant experience in a Food Industry.

➢ 20-LabTech

Qualifications:

- Bachelor degree in Chemistry / Biochemistry / Food Science and Technology
- Minimum of two (2) years relevant experience in a Food Industry.

➢ 21-Product Technician / Sensory Analyst

Qualifications:

- Bachelor degree Food Technology or relevant food sciences
- Minimum two (2) years' experience in a Food Industry, preferably on flour based products.

➢ 22-Microbiologist

Qualifications:

- Bachelor degree in Microbiology
- Minimum two (2) years relevant experience in a Food Industry.

➢ 23-Sales Executive

Qualifications:

- Bachelor of Business Management / Marketing and Sales - Sales Diploma or Certificate is a plus
- 5-6 years' experience in Sporting goods sales field
- English Proficiency.

➢ 24-SEM Marketing Specialist

Qualifications:

- Bachelor degree in Marketing or a quantitative, test-driven field.
- 3-5 years' experience in relevant position
- Good command in English.
- Proven SEM experience and success managing PPC campaigns across Google, Yahoo and Bing.

➢ 25-Net Developer

Qualifications:

- Bachelor degree in computer science.
- Good command in English.
- 2 - 4 years' experience in .Net Development.
- Excellent Experience and knowledge in C#, ASP.NET, MVC, Web API, Entity Framework, LINQ, MSSQL, HTML 5, JavaScript, JQuery, CSS and bootstrap.

- 26-Finished goods Technician
- 27-Packaging Material Technician
- 28-Finished goods Technician
- 29-Pest Control / GMP Officer
- 30-Helper

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B.TECH

B.TECH is the largest specialized retail chain in the field of home appliances and consumer electronics in Egypt and exclusive distributor of the most prestigious multinational brands like Ariston, Babyliss, Crafft, Miele, Braun, Indesit ,and Apple (authorized reseller) , B.TECH owns local brand ULTRA

BTECH has 72 branches with 52000+ m2 of modern shopping space serving Egyptian consumer in 28 cities form marina in the northern coast and Hurghada on the red sea, to Sohag and Aswan in the south.

B.TECH was established in 1997 with three retail branches: the Mokattam branch, the Orabi branch in Mohandiseen, and the Maadi Grand Mall branch

With 3500+ employees B.TECH stands as the largest specialized retail and trade network nationwide

In addition to the unparalleled chain of accessible, fully owned retail outlets, B.TECH offers its assistance to consumers in every governorate, city, and town in Egypt through a large network of dealers and service centers

Company Website: www.btech.com

Working Hours: 8 Hours / 2 days off

Vacancies:

➢ **1-Procurement Supervisor**

Manage buyers who are responsible for ordering products/services requisitioned according to established purchasing procedures, identifying supplier sources, and maintaining purchasing record system. Negotiate annual agreements. Plan and monitor inventory levels. Providing forecasts to suppliers

Job requirements:

- 3-5 years of Experience
- Bachelor Degree
- Preferred experience in Mobile and Laptop accessories.

➢ **2-Content Writer**

As a part of his role to align with stakeholders, communicate effectively and efficiently. High writing skills that best describes the various products we have, focusing on the key selling features of each item.

Job requirements:

- BS/BA degree in a related field (communication, marketing, or Linguistics)
- 0-3 years of relevant experience in a digital industry or related field.
- Excellent communication skills
- A good understanding of SEO is preferred..

➢ **3-Sales Representative**

Promote products and response to customer inquiries to support the achievement of sales targets and customer satisfaction.

Job requirements:

- Bachelor Degree
- Good communications and negotiations skills
- 0-1 year of experience.

➢ **4-Branch accountant**

Responsible for accounting operations of branch ,complete the transactions (cash - installment) applying accounting procedures.

Job requirements:

- Bachelor of commerce – accounting section – grade: Good
- 0-1 year of experience
- Good command of Microsoft Excel

➢ **5-E-commerce Representative (Indoor)**

Responsible for Online customers in the branch regarding to pick up, Promote products and response to customer inquiries to support the achievement of sales targets and customer satisfaction

Job requirements:

- Bachelor Degree
- 0-1 year of experience
- Good communications and negotiations skills
- Good command of Microsoft Excel.

➢ **6-Business Intelligence Manager**

Development, Implementation and maintenance of business intelligence applications to ensure the delivery of information, analytics platforms and solutions to the business's key stakeholders.

Key Result Areas:

- Define Architecture the architecture and tools of BI solution.
- Design data warehouse solution.
- Manage BI activities and resources

Requirements:

Education:

- B.Sc. Computer Engineering or computer science or equivalent

Certificates, Training Courses:

- A solid understanding of key BI trends.
- Extensive expertise in data modeling
- Extensive expertise in (insert specific BI and related technical platforms).

Years of Experience:

- From: 8 To: 10 Years
- Field of Specialization: Min 6 Years.

➢ **7-Senior Backup & Recovery Specialist**

Responsible for the backup and recovery of the IT infrastructure components.

Key Result Areas:

- Maintains and monitors backup solutions
- Plans, schedules and performs backups for VMWare, Operating Systems, Databases, user data…etc.
- Performs backup environment system tuning including monitoring, troubleshooting and optimizing performance.
- Proactively oversees resolution of backup/recovery service disruptions and implementation of preventative measures.

Requirements:

Education:

- Basic: Bachelor's degree

Certificates, Training Courses:

- Backup Solutions.

Basic Skills:

English Level: Good
MS Office Level: Good

Years of Experience:

- From: 8 To: 10 Years

➢ **8-Network Specialist**

Setup, monitor and maintain the computer network systems for the organization.

Key Result Areas:

- Ensure Availability of network.
- Have hands-on/technical knowledge of core Routing / switching , VOIP , security & Wireless
- Manage and operate company network.
- Disaster recovery.

Requirements:

Education:

- Basic: Bachelor's degree

Certificates, Training Courses:

- CISCO / Juniper.

Basic Skills:
English Level: Good (Mandatory)
MS Office Level: Good (Mandatory)
Years of Experience:
- From: 5 To: 8 Years

➢ **9-Solutions Architect**

Links the business mission, strategy, and processes of an organization to its IT strategy, and documents this using multiple architectural models or views that show how the current and future needs of an organization will be met within IT in an efficient, sustainable, agile, and adaptable manner.
Key Result Areas:
- Audit the existing systems architecture to come up with the right B.TECH solutions architecture fulfilling the IT2020 solutions road map guiding principles.
- Develop an overall strategy and guidelines for systems architecture; types of interfaces, data bases, etc.
- Ensure adherence of all business solutions teams with the set guidelines.
- Develop the B.TECH solutions architecture based on the Technology-2022 objectives fulfilling the B.TECH 2022 business objectives..

Requirements:
Education:
- Basic: Bachelor's degree

Basic Skills:
English Level: Good
MS Office Level: Good
Years of Experience:
- + 8 Years

➢ **10-E-Channels Senior Specialist**

Develop software solutions using Microsoft technology like Web based applications and support current solutions and control implementation of project that vendors will supply B.Tech like ERP, E-commerce and Mobile Apps.
Key Result Areas:
- Maintains and improves Solutions quality by completing Solution, Business Mapping, system, compliance, and audits
- Enhances department, solutions and organization reputation
- Ensure that, Solutions are Developed as designed and as per business expectation
- Accelerate software solution implementation
- Facilitate more business functionality
- Innovative online solutions that drive sales, profitability, customer satisfaction, and customer acquisition and retentions.

Requirements:
Education:
- Basic: Bachelor's degree
- (Computer Science)

Certificates, Training Courses:
- Computer Engineering or computer science or equivalent experience
- using WordPress, PHP, MySQL.

Basic Skills:
English Level: Good
MS Office Level: Good
Years of Experience:
- From: 3 To: 5 Years

➢ **11-Reporting Specialist**

Develop reports on different operational systems like Retail Management System, ERP, CRM, and others. In addition, can participate in consolidating data from different systems to provide decision makers with accurate, integrated, and interactive insights and dashboards..
Key Result Areas:
- Collaborate projects effectively in order to meet deadlines.
- Design and implement data warehouse to consolidate data from different systems
- Build SQL server database

- Developing interactive dashboards using Power BI to create executive dashboards.

Requirements:
Education:
- Basic: Bachelor's degree

Certificates, Training Courses:
- Computer Engineering or computer science or equivalent

Basic Skills:
English Level: V. Good
MS Office Level: Good
Years of Experience:
- From: 3 To: 5 Years

➢ **12-CRM Specialist**

Managing and developing the CRM Solution that includes implementation, maintenance and enhancements of the solution in order to fulfill the business requirements..

Key Result Areas:
- Implementation and maintenance of the CRM Solution.
- Development and implementation of solution's updates.
- Development of reports, dashboards, and processes.
- CRM Techno-Function Consultant & CRM PM.

Requirements:
Education:
- Basic: Bachelor degree (Mandatory) in Engineering, Computer Science, Information technology or any of its equivalents

Certificates, Training Courses:
- - CRM.
- - MCP, MCAD.
- - ITIL.

Basic Skills:
English Level: Good (Mandatory)
MS Office Level: Good (Mandatory)
Years of Experience:
- From: 2 years to 3 Years

➢ **13-Retail Senior Specialist**

Manage, support and maintenance of Retail system (Microsoft Dynamics; Retail Management System (RMS)) to ensure high level of application performance.

Key Result Areas:
- Management of the Retail Management Solution.
- Development and implementation of solution's updates.
- Collaborate projects effectively in order to meet deadlines..

Requirements:
Education:
- Bachelor degree in Engineering, Computer Science, Information technology or any of its equivalent
- -CRM.
- - MCP, MCAD.
- - ITIL

Certificates, Training Courses:
- - Project management experience is preferred.
- - Strong communication and interpersonal skills.

Basic Skills:
- English Level Excellent.
- MS Office Level

Years of Experience:
- From: 2 To: 5

➢ **14-Development Senior Specialist**

Manage, support and maintenance of Retail system (Microsoft Dynamics; Retail Management System (RMS)) to ensure high level of application performance.

Key Result Areas:

- Accelerate software solution implementation
- Facilitate more business functionality
- Support current applications
- Enhance performance for applications

Requirements:

Academic Qualifications::

- B.Sc. Computer Engineering or computer science or equivalent

Specific Scientific Qualifications:

- MUST Have experience in X++ & AX Workflow.
- Understanding of Dynamics AX 2012 data structures.
- Experience modifying or creating new reports using SQL Server Reporting Services and integrate them into AOT (Application Object Tree).
- Some functional knowledge of production and projects within Dynamics AX. Is preferred.
- Proven expertise customizing Dynamics AX 2012 Is preferred.
- Great Plain Knowledge & Dexterity is a Plus.

Years of Experience:

- 5-8

English Language:

- Very good

➢ **15-Category Manager**

Identify and categorize the products displayed on the website, analyze the performance of these products, and determine the requirements necessary for implementing the sales plan and increasing customer satisfaction..

Job Requirements:

- Knowledge of logistics and procurement Understanding Raw Dec reports and inventory turnover rates
- To achieve sales targets.
- To devise promotional plans for the website.
- To analyze the performance of the products displayed on the website
- To forecast the needs of the market from the products sold through the E-Commerce.

Basic Skills:

- English Level Excellent
- MS Office Level: Good

Years of Experience:

- 0-3

➢ **17-Data Analyst:**

Analyzing strategic Projects' Department performance based on the business's data to drive continual improvement for results.

Job Requirements:

- Website analysis
- Competitive analysis
- Product performance analysis
- Campaign and Banner product choices

Education:

- Bachelor's degree

Years of Experience:

- 1-3

➢ **18-Program manager**

Manage all projects that enhance Website Conversion Rates..

Job Requirements:

- Manage all Order fulfillment requirements
- Optimize Advanced website filters
- Manage Marketplace project requirements
- Management, User experience design and development, Business/System Analysis, Software Engineering

Education:
- Basic: Bachelor's degree
- English Level: Good
- MS Office Level: Good
- Years of Experience: 2-4.

➢ **19-Customer loyalty Manager**

Design and implement the loyalty and rewards program, part of the team's digital ticketing efforts. Work closely with the Jets Marketing, Ticket Operations, Consumer Sales and Service, Sponsorship, and Strategy teams to execute the program and manage its ongoing operations. Drive the strategic direction and evolution of the program, collecting and analyzing data and defining plans for growth.

Job Requirements:
- Take the lead in designing and implementing the fan loyalty and rewards program, with a focus on delivering value
- Work through all executional details to ensure a timely and successful program launch.
- Collaborate with a cross-functional team
- Examine customer data (program engagement, rewards redemptions, general fan behavior) and develop user
- Prepare and launch program upgrades
- Develop and execute long-term strategic growth plans.

Education:
- Basic: Bachelor's degree
- English Level: very Good
- MS Office Level: very Good
- Years of Experience: 7-10

➢ **20-Category Specialist:**

As a Category Specialist you will be the end-to-end owner of managing, optimizing, and scaling a category of products across our family of ecommerce brands. You will be the center of B.TECH's E-Commerce organization, equipped with the technology, infrastructure, marketing, and comprehensive training to empower you to grow our business from day one..

Job Requirements:
- Provide the best assortment of products for our customers. Manage and monitor onboarding and item set up process to make sure products are available and ready to sell.
- Ensure customers can easily browse and find the products they want. Improve navigation experience (browse/search) by managing and enhancing product attributes and taxonomy.
- Attract customers through compelling messaging and visual merchandising. Manage item and category pages including product imagery, rating reviews, basic and enhanced content.
- Optimize item and category pricing, providing competitive pricing for our customers. Manage product promotions and benchmark competitors.
- Work cross-functionally to ensure customers receive their products quickly and efficiently. Create a cohesive experience between online shopping and the physical product.
- Rinse and repeat. Conduct regular analysis of category performance, identifying key trends and improvement opportunities. Work with cross functional teams (across marketing, product and supply chain) to execute initiatives to optimize category performance.

Education:
- Basic: Bachelor's degree
- Post Graduate: MBA is Plus

Certificates, Training Courses:
- Excellent communication skills in written as well as English (business proficiency)
- In depth experience of the category to manage
- Ability to quickly adapt to changing priorities and generate innovative solutions in an extremely fast-paced environment

Basic Skills:
- MS Office Level: Very Good
- English Level: Good
- Years of Experience: 1-3

➢ **21-Product manager User Interface /User Experience (UI/UX Designer):**

Creating beautiful digital experiences that scale across devices, takes an obsessive attention to detail as well as the inventiveness to work around technical problems to create something new and unique. You should have a passion for crafting and creating products that bring value to consumer's daily life, one detail at a time. You should enjoy the visual stage of product design, creating a variety of visual mockups that bring the vision of the early wireframes alive on screen. And you should be passionate about pixel perfection execution of those designs in the development stage...

Job Requirements:

- Create visual mockups and explorations from wireframe sketches.
- Work with interaction, visual, motion designers, and developers to determine best way to execute designs.
- Create detailed design specifications including redline specifications and sticker sheets.
- Output and organize files into a consistent structure for development handoff.
- Collaborate regularly with developers, PMs, and QA to ensure products are built to design specifications..

Education:

- Basic: Bachelor's degree

Certificates, Training Courses:

- Management, User experience design and development, Business/System Analysis

Basic Skills:

- English Level: Good
- MS Office Level: Good
- Years of Experience: 1-3

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EDICAL SERVICES

Cleopatra Hospitals Group

Cleopatra Hospitals Company S.A.E. is the largest private hospital group in Egypt by number of hospitals, beds and number of operating hospitals. The Company holds majority stakes in four leading hospitals in the Greater Cairo Area: Cleopatra Hospital, Cairo Specialized Hospital, Nile Badrawy Hospital and Al Shorouk Hospital, offering a full array of general and emergency healthcare services. The Group's vision is to become the leading integrated healthcare provider in Egypt through a platform of world-class quality medical facilities and services to enhance patients' quality of life.

CHG uses its platform and resources to improve service quality, enhance operational efficiency, invest in the latest medical technology and apply the best global healthcare practices to serve the Egyptian Market. CHG acts as a holding company, which owns four operating hospitals:

Cleopatra Hospital

Cairo Specialized Hospital

Nile Badrawy Hospital

Al Shorouk Hospital s.

Company Website: www.cleopatrahospitals.com

Working Hours: 8 Hours

Address: 4 Saada street,10th District, Zahraa el Maadi

Telephone: 0223103880 - 0223103771

E-mail: info@cleohc.com – recruitment@cleohc.com

Vacancies:

➢ 1-Supply Chain Manager (F01)

Job Summary:

- Responsible for planning, implementing and monitoring our overall supply chain strategy and action plans to maximize efficiency and productivity.

Qualifications:

- BS/BA in Logistics, or a relevant field
- (7- 9) years of experience in same field
- Excellent attention to detail
- Exceptional communication skills, both written and verbal
- Outstanding organizational and management skills

➢ 2-Warehouse Supervisor (F02)

Job Summary:

- Maintaining the entire Warehouse personnel and materials as well as safety of warehouse.

Qualifications:

- Bachelor of commerce or equivalent
- (4-8) years of experience in same position
- Solid background in inventory
- Excellent verbal and written communication skills
- Proficient in MS Office
- Excellent analytical and problem-solving Skills
- Ability to work under pressure

➢ 3-Storekeeper (F03)

Job Summary:

- Manage all the operations in our storeroom with a proper care and maintenance of our stock, including ordering, receiving, and managing inventory.

Qualifications:

- Bachelor of commerce or equivalent
- (2-5) years of experience in same position
- Solid background in inventory, storing and FIFO methods
- Verbal and written communication skills
- Proficient in MS Office
- Excellent analytical and problem-solving Skills
- Ability to work under pressure.

➢ 4-IT Manager (F04)

Job Summary:

- Responsible and accountable for the smooth running of our IT systems in line with the group strategy and within the requirements, specifications, costs and timelines. Manage the implementation and maintenance of our company's computing needs.
- Qualifications
- BSc in Computer Science, MIS or similar field.
- (7-10) years of experience in IT field.
- Proven working experience as an IT Manager or relevant experience.
- Excellent knowledge of technical management, information analysis and of computer hardware/ software systems.

➢ 5-IT Applications Manager(F05)

Job Summary:

- lead complex information systems projects and ensures the success of enterprise-level application rollouts. Determines and develops architectural principals and solutions.

Qualifications:

- BSc in Computer Science, MIS or similar field.
- 7 years of experience in IT field.
- Proven working experience as an IT Application Manager or relevant experience.
- Excellent knowledge of technical management, information analysis and of computer hardware/ software systems.

➢ 6-Help Desk Engineer (F06)

Job Summary:

- Provide technical support to employees in an efficient and accurate manner.

Qualifications:

- BSc degree in Information Technology, Computer Science or equivalent.
- 2 years of experience in providing help desk support.
- Hands-on experience with Windows OS.
- Good understanding of computer systems, mobile devices and other tech products.
- Ability to diagnose and troubleshoot basic technical issues.
- Familiarity with remote desktop applications and help desk software.
- Excellent problem-solving and communication skills.

➢ 7-Infrastructure Engineer (F07)

Job Summary:

- Responsible for designing, building, deploying, and maintaining the IT infrastructure using the latest technology.
- Qualifications
- (3-5) years of experience in same field
- Solid knowledge of the below:
- Virtualization
- VMware and Hyper V. MS systems and applications.
- Endpoint security.
- Hyper-converged solution familiar.
- Linux.

➢ 8-Financial Controller (F08)

Job Summary:

- Responsible for all aspects of financial management of a hospital, including corporate accounting, regulatory and financial reporting, budget and forecasts preparation, as well as development of internal control policies and procedures and financial risk management.

Qualifications:

- Bachelor of commerce – Accounting
- 10 years of overall combined accounting and finance experience
- Advanced degree in Accounting
- CMA is a Must
- Financial Audit experience is a must

➢ 9-Budgeting & Planning Head (F09)

Job Summary:

- Develop a hospital's budget, oversee its implementation and review budget proposals and prepare financial documents and reports.

Qualifications:

- Bachelor of commerce – Accounting
- Minimum 5 years in a Budget and Planning role.
- Very Good English.
- Hospitals & Healthcare background is preferable.

➢ 10-Costing Head (F10)

Job Summary:

- Responsible for the overall costing functions of a hospital. Plan, organize and direct all the activities of the cost accounting function and manage the transition from the existing cost environment to a new standard cost system

Qualifications

- Bachelor of commerce – Accounting
- 5+ years progressive experience in accounting management, preferably as a cost accountant in hospitals and healthcare organization
- Strong analytical skills
- Demonstrated leadership and history of driving change and making a difference
- CPA is a plus
- Ability to clearly and concisely communicate with non-accounting professionals

➢ 11-Financial Analyst (F11)

Job Summary:

- Analyzes financial status by collecting, monitoring, studying data and recommending actions.

Qualifications:

- Bachelor of commerce – Accounting
- 3 to 5 years of experience
- CMA is preferable

➢ 12-Internal Auditor Manager (F12)

Job Summary:

- Conduct risk assessments, creating a disciplined approach for the hospitals; monitored through annual audits, ensure governance and compliance are controlled and met and that company procedures are implemented.

Qualifications:

- Bachelor of commerce
- 10 to 12 years of experience
- Certification (CIA/CCSA/QIAL, MBA etc.) Preferable.

➢ 13-Senior Internal Auditor (F13)

Job Summary:

- Ensure that our company operations and controls meet compliance and governance standards.

Qualifications:

- Bachelor of commerce
- 3 to 5 years of experience in Big 4 Audit Firms as an Internal Auditor.
- CIA/CCSA/GRCP are preferable
- Compilation of special courses is an advantage (COSO, Corporate Governance, Risk Management).

➢ 14-Accountant (F14)

Job Summary:

- Prepare, compute, manage, research and analyze all accounting data

Qualifications:

- Bachelor of commerce
- (3-5) years of experience
- Previous experience in medical field

➢ 15-Organizational Development Manager(F15)

Job Summary:

- Manages, designs, and implements policies and procedures relating to organizational development. Facilitates implementation of appropriate change management initiatives associated with organizational transition activities.

Qualifications:

- University Degree
- 10-15 years of experience in HR field, and organization excellence fields where he/she manages a large-scale organization with blue/ white collar mix preferably
- Creative
- Has analytical thinking and Excellent planning skills
- Possess Strong Written and verbal communication skills
- Highly organized with strong problem-solving skills
- Professional and self-motivated person
- Excellent English
- Energetic & dynamic personality
- Multi-tasking-oriented person and can handle several projects and tasks simultaneously

➢ 16-Resources Supervisor (F16)

Job Summary:

- Develops and Supervises human resources programs and policies including staffing, compensation, benefits, employee relations, training, human resources strategies align with organizational business goals.

Qualifications:

- University Degree
- (5-7) years of experience in HR
- Possess Strong Written and verbal communication skills
- Highly organized with strong problem-solving skills
- Energetic & dynamic personality
- Multi-tasking-oriented person and can handle several projects and tasks simultaneously.

➢ 17-Human Resources Specialist (F17)

Job Summary:

- Participate in All HR activities such as recruitment, training and Personnel

Qualifications:

- Bachelor's Degree in any relevant field
- Proven work experience as an HR Specialist or HR Generalist
- Excellent command of English
- Excellent verbal & written communication skills
- Good problem-solving abilities
- Excellent in MS office

➢ 18-Engineering Manager (F18)

Job Summary:

- Supervises the daily functions of hospital operations and maintenance, performs necessary preventative maintenance and repairs to hospital and clinic buildings, equipment and machinery,.

Qualifications

- Bachelor of engineering.
- (9 -11) Years of experience.
- Excellent problem-solving abilities
- Multi-tasking-oriented person and can handle several projects and tasks simultaneously
- PMP is a Must.

➢ 19-Mechanical Engineer (F19)

Job Summary:

- Research, design, develop, build, and test mechanical and thermal devices, including tools, engines, and machines.

Qualifications:

- Bachelor of engineering.
- 5 Years of experience

➢ 20-Architect (F20)

Job Summary:

- Perform all phases of architectural work including planning, designing and overseeing the construction.
- Research, design, develop, build, and test mechanical and thermal devices, including tools, engines, and machines.

Qualifications:

- Bachelor of engineering.
- 3 to 5 Years of experience
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➢ 21-Biomedical Engineer (F21)

Job Summary:

- Install, adjust, maintain, repair, or provide technical support for biomedical equipment. Evaluate the safety, efficiency, and effectiveness of biomedical equipment. Train technicians and other personnel on the proper use of equipment.

Qualifications

- At least 5 years of experience in the same position.
- Troubleshooting, Time management and Complex Problem-Solving skills.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Full aware of Installing equipment, machines, wiring, or programs to meet specifications.
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

➢ 22-Medical Director (F22)

Job Summary:

- Responsible for medically directing patient care services as well as teams of physicians, paramedical staff in the hospital.

Qualifications:

- Bachelor of Medicine
- Master's degree (surgery or medicine)
- Postgraduate studies in hospital management or quality from a recognized university
- (11 – 15) years of experience

➢ 23-Operative Rooms Manager (F23)

Job Summary:

- Develop an operational plan and system for OR Unit

Qualifications:

- Bachelor of Medicine
- PHD
- 7 to 9 years of experience.

➢ 24-Outpatient Clinics Manager (F24)

Job Summary:

- Develop an operational plan and system for Outpatient Unit. Maintain statistics on the activities of the department, recommend strategies for improvement in performance, productivity, and profitability

Qualifications:

- Bachelor of Medicine or in healthcare field
- PHD is preferable.
- 3 to 4 years of experience.

➢ 25-Emergency Rooms Manager (F25)

Job Summary:

- Manage the emergency medical team and the ambulance crew to ensure the delivery of urgent medical service to all patients.

Qualifications:

- Bachelor of Medicine
- Emergency Fellowship or PhD in critical care or emergency
- (5 – 7) years of experience
- Valid CPR Certificate
- Disaster Management Course

➢ 26-Laboratory Manager (F26)

Job Summary:

- Responsible for the overall operation, leadership, direction, and administration of the Clinical Laboratory in accordance with Regulations of Healthcare standard and JCI requirements laboratories

Qualifications:

- BSc. Medicine
- PhD in clinical pathology
- 5 to 7 years of experience
- Outpatient

➢ 27-Quality Manager (F27)

Job Summary:

- Leads and directs all quality management activities for the hospital including patient care and relations.

Qualifications:

- MB, BCh with MSc or MD is strongly recommended
- CPHQ or Diploma in TQM
- Minimum of 5 years of experience in Quality Management
- Assists in coordinating the Joint Commission International (JCI) accreditation

➢ 28-Quality Specialist (F28)

Job Summary:

- Responsible for performing the quality management tasks assigned to him/her by the quality Manager.

Qualifications:

- Bachelor degree in healthcare field
- CPHQ or Diploma in TQM
- Minimum 1-year experience in quality management
- Assists in coordinating the Joint Commission International (JCI) accreditation

➢ 29-Senior Pharmacist (F29)

Job Summary:

- Responsible for supervising the operations of a pharmacy in the hospital or in an assigned area and performing inspection duties of the Drug Inspectorate

Qualifications:

- BSc. Pharmacy
- 5+ years of experience
- Public pharmacies experience is a must
- Selling and communication skills

➢ 30-Title: Outpatient Pharmacist (F30)

Job Summary:

- Responsible for the operations of a pharmacy in the hospital.
- Qualifications:
- BSc. Pharmacy
- (1 -3) years of experience
- Public pharmacies experience is a must
- Selling and communication skills

➢ 31-Pharmacy Assistant (F31)

Job Summary:

- Responsible for handling clerical functions in the pharmacy as well as assisting the licensed pharmacist in selling and preparing medication to patients

Qualifications:

- Any discipline
- 1 to 2 years of experience in the same position

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On May 3rd 2017, Barclays Bank PLC has transferred its entire shareholding in Barclays Bank Egypt S.A.E. to Attijariwafa Bank S.A.E. On November 3rd 2017, the bank has been registered as Attijariwafa bank Egypt S.A.E. and is currently operating under the new trademark and logo.

Attijariwafa bank is a leading banking and financial Group in North, Western and Central Africa. In addition to its banking activity, the Group provides a wide range of financial services through several subsidiaries: insurance, mortgage, consumer credit, fast transfers, leasing, factoring, stock brokerage, asset management, M&A and market advisory, etc.

Attijariwafa bank's headquarters are based in Morocco, operates in 26 countries with 4090 branches, has more than 19,400 employees, and manages a portfolio of nearly 8.8 million customers.

With over 150 years of history, under Barclays flagship, the business in Egypt has been serving the market with world class financial services. The bank operates through a network of 55 branches and 69 ATMs covering key cities in Egypt. Its highly professional and skilled 1,550 employees proudly serve a large enterprise client base including leading international, regional and domestic companies as well as a strong base of approximately 120,000 retail banking customers across the country.

Company Website: www.attijariwafabank.com.eg

Address: Star Capital A1 Tower, City Stars, 5th Floor - 1 Ali Rashed St. Nasr City, Cairo, Egypt.

Working Hours: 8:30 AM to 4:30 PM

Telephone: + 20 (2) 2366 2004

Vacancies:

➢ 1-Business Banking & SME's Credit Senior Officer

Job Purpose:

- A member of the BB & SME Credit team, and will be the credit expert to nominated Relationship Managers working with a defined portfolio of high value , complex & sophisticated customer connections, acting as the conduit to Credit for sanctioning purposes.
- Develop practical and appropriate credit solutions (i.e. Lending structures) through understanding customer's needs
- Prepare & deliver high quality and consistent credit applications, making lending recommendations to the sanctioning authority.
- Monitor and control nominated accounts within designated portfolios.
- Maintain data integrity of all approved credit facilities and periodically update financial information.
- Ensure that turnaround time is maintained at satisfactory level and that service quality is extended to business partners and end customers at all times.

Requirements:

- Strong Credit analysis & assessment skills acquired through training and credit courses attended by candidate, as well as sound experience in credit, in a similar role.
- Strong awareness of legislation affecting the bank and customers.
- Solid knowledge of credit policies and regulations
- Experience in a relevant job role for a minimum period of 2 years..

➢ 2-Corporate Relationship Manger.

Job Purpose:

A member of a Corporate Team developing and maintaining relationships with a portfolio of Corporate and/ or Business Banking customers.

Deliver financial targets including income and products for the assigned portfolio

A named point of contact for customers dealing with a range of requests including any calls in Managers'/ Directors' absence and any overflow of work from Corporate Customer Service.

Assist the Division Head with product knowledge, sales research, and customer relationship development, research into solutions to meet customer's needs using market and industry information and risk management for the portfolio.

Requirements:

- Analytical skills
- Presentation skills
- Organization skills
- Customer Oriented
- Selling Skills
- Relationship management
- Product Knowledge

➢ 3-Retail Relationship Manager

Job Purpose:

- To deliver exceptional retail business performance through sales performance, excellent customer servicing, query resolution.
- To deliver challenging Retail sales and service targets
- To provide expert support and advice to Retail customers, non-customers and colleagues, responding to referrals and introductions
- Receive customer complaints, record it and take all reasonable steps to resolve the complaint in the eyes of our customers..

Requirements:

- 3 to 5 years Branch Banking Experience for the higher grade
- Relevant university Degree with a minimum grade Good for entry level.

➢ 4-Business Banking Relationship Manager

Job Purpose:

- A member of a SME's Team developing and maintaining relationships with a portfolio of Business Banking customers and connected Personal customers.
- A named point of contact for customers dealing with a range of requests including any calls in Managers'/Directors' absence and any overflow of work from Corporate Services Assistant.
- Assist one or more Managers/Directors' with product knowledge, sales research, customer relationship development, research into solutions to meet customer's needs using market and industry information and risk management for the portfolio..

Requirements:

Minimum 5 years' experience in Corporate or SME's
Good knowledge of credit risk with proven track record of managing credit files
Sound track record of relationship management
Proven networks within the Business banking field in Egypt

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ASG FOR IMPORT AND DISTRIBUTION

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AYMAN AFANDY Co. Member of ASG Group

Since our foundation 25 years ago, AAC has built a global business based on our core principal "Applying Best Business Practices" and providing our services with pride and dignity, while our duty is to deliver value to our customers, partners and shareholders. Therefore, AAC has today become recognized as one of the leading FMCG marketing and distribution companies in Egypt. However, as we are always customer focused, we never lose sight of our commitment to exceed expectations, honor our commitments and stand up for our value. Therefore, we are dedicated constantly to bring to the market selected brands that satisfy consumers' demands. We are full of pride of our long-term commitments and cooperation with our business partners. We are also seeking long term custom-made solutions with our world class business brand-partners to guarantee our customers' satisfaction and brands' wide reach nationwide. To keep our growth and continuous investment and to provide the Egyptian consumers with the best quality products at the most competitive prices and unique service, we are keen to apply the latest infrastructure and technologies. Also, we utilize the latest marketing, sales merchandising and distribution techniques; while continuously adopting relevant enhancements in our logistics service. .

Company Website: www.aac-asgeg.com

Address: 51, Beirut St., Heliopolis, Cairo - Egypt.

Working Hours: 9 Hours

E-mail: careers@aac-asgeg.com

Telephone: 22917611 - 22917620

Vacancies:

➢ 1-Brand Manager

Job Description:

- Develop & manage an assigned product line from conceptual stages through life cycle to optimize profit and marketing, financial and pre-set strategies/ objectives
- Coordinate in development of trade promotions in collaborations with sales management
- Participate in overall product strategy, research and development requirements, and analysis of market research.
- Seek & enhance product improvements to meet market needs.
- Supply agreed rolling sales forecast to importation and finance.
- Ensure elaborate monthly sales forecasting in collaboration with sales department.
- Conduct regular market visits to ensure proper implementation of the product strategies /objectives.
- Ensure proper implementation of the product strategies /objectives.
- Plan & execute marketing activities in the manner of Brand guidelines.
- Fully alignment with the principle/brand owner of business frame.

Qualifications:

- Experience: 3-5 years.
- Background: preferred FMCG background (Food / Beverages Products).
- Age: 22 – 30 years
- Residence: Preferred East Cairo.
- Skills: English Perfect Communication (Written / Oral).
- Very good command of Excel & Power Point.
- Good analytical skills.
- Self-starter personality.

➢ 2-Senior System Engineer

Job Description:

- Provide technical services & support for the following areas :
- Network level: WAN and LAN connectivity, routers, firewalls, and security
- Internal systems, cloud and network infrastructure.
- Microsoft related technologies: Windows Server, Exchange, SQL, SharePoint
- Virtualization technologies: VMware, Citrix, and Microsoft
- Remote access solution support: VPN, Remote Desktop Services, and Citrix
- Remote monitoring and management of system alerts and notifications
- Data Backups including designing, implementation, & documentation
- Advises and recommends in the areas of infrastructure design, capacity planning
- Monitors server logs to view trends and anticipate future server/disk drive issues; configures new servers, both hosts and virtual servers.

Qualifications:

- Required Technical Expertise :
- Minimum years of Experience: 6 Years
- Hyper-V, vSphere, SQL, RD Services
- Exchange Server 2007 – 2016
- Windows Server 2003 – 2016
- WAN Technology (MPLS, VPN)
- Hardware Firewalls
- MCSA Server 2016
- Symantec Backup Exec & Veeam Backup
- VPN connectivity troubleshooting and configuration.

➢ 3-Senior Administration Manager

Job Description:

- Plan and coordinate administrative procedures and systems and devise ways to streamline processes
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations
- Manage schedules and deadlines
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Monitor costs and expenses to assist in budget preparation
- Oversee facilities services, maintenance activities and tradespersons (e.g electricians)
- Organize and supervise other office activities (recycling, renovations, event planning etc.)
- Ensure operations adhere to policies and regulations
- Keep abreast with all organizational changes and business developments

Qualifications:

- Bachelor degree
- Minimum years of Experience: 6 Years in
- Strong analytical skills
- Strong organizational, communication and interpersonal skills

➢ 4-Security Manager

- Job Description:
- Develop and implement security policies, protocols and procedures
- Control budgets for security operations and monitor expenses
- Recruit, train and supervise security officers and guards
- Attend meetings with other managers to determine operational needs
- Plan and coordinate security operations for specific events
- Coordinate staff when responding to emergencies and alarms
- Review reports on incidents and breaches
- Investigate and resolve issues
- Create reports for management on security status
- Analyze data to form proposals for improvements (e.g. implementation of new technology)

Qualifications:

- Proven experience as security manager or similar position
- Experience using relevant technology and equipment (e.g. CCTV)
- Experience in reporting and emergency response planning
- Excellent knowledge of security protocols and procedures
- Solid understanding of budgeting and statistical data analysis
- Working knowledge of MS Office
- Excellent communication and interpersonal skills
- Outstanding organizational and leadership skills
- Committed and reliable

➢ 5-Purchasing Manager

Job Description:

- Develop, lead and execute purchasing strategies
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Craft negotiation strategies and close deals with optimal terms
- Partner with stakeholders to ensure clear requirements documentation
- Forecast price and market trends to identify changes of balance in buyer-supplier power
- Perform cost and scenario analysis, and benchmarking
- Assess, manage and mitigate risks
- Seek and partner with reliable vendors and suppliers
- Determine quantity and timing of deliveries
- Monitor and forecast upcoming levels of demand

Qualifications

- Proven working experience as purchasing manager, agent or officer
- Familiarity with sourcing and vendor management
- Interest in market dynamics along with business sense
- A knack for negotiation and networking
- Working experience of vendor management software
- Ability to gather and analyze data and to work with figures
- Solid judgment along with decision making skills
- Strong leadership capabilities
- BS degree in supply chain management, logistics or business administration

➢ 6-Costing Manager

Job Description:

- Plan, organize and direct all the activities of the cost accounting function
- Manage day to day operations of the existing cost accounting function from management of current rates to monthly close and analysis
- Support the Project Cost Team in the development of a standard costing system
- Manage the transition from the existing cost environment to a new standard cost system
- Identify, hire and develop in-plant cost accountants
- Development and maintenance of standard costs
- Perform the monthly closing activities including preparation of the cost to operate statement along with supporting analysis
- Proactive analysis of variances and communication of issues and opportunities to operations management
- Develop metrics and tracking system for major cost drivers
- Define policies and procedures for all cost accounting activities

Qualifications:

- Bachelor's degree in Accounting with an excellent academic record
- 5+ years progressive experience in accounting management, preferably as a cost accountant in an international manufacturing/distribution organization
- Strong analytical skills
- Proven experience in driving process improvement
- Demonstrated leadership and history of driving change and making a difference
- Ability to lead, motivate and support accounting team
- Strong organizational, communication and interpersonal skills
- Ability to clearly and concisely communicate with non-accounting professionals

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Dawaee Pharmacy

Dawaee pharmacies chain is well known in the medical and Cosmo. The field as it has grown significantly to be the benchmark at the short time with the best quality for everything related with its field.

Our Vision

Expanding the size and geography of retail pharmacy multiples through the creation of hybrid groupings made up of mixed states of wholly owned franchise concept chains and affiliated voluntary members.

Our Mission

Dawaee investments always on its people focused to develop them by giving them a perfect courses instructed through highly qualified instructor from all the known organizations worldwide to enable there be to be more professionals in all fields.

Our Aim

Dawaee is succeeded on the part of their management to understand the importance of differentiating their retails offers, positioning and branding. Our ambition is to create a seamless customer experience across our online and in-store.

Company website: http://www.dawaeepharmacy.com

Vacancies:

- **1-Pharmacist**
- **2-Pharmacist Assistant**
- **3-Beauty Advisor**
- **4-Branch Manager Pharmacist**
- **5-Delivery**

Area Needed:

- Giza
- Cairo
- Alex
- Mansora

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efe Egypt

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education for employment

IS HIRING

efe Egypt

Education for Employment Egypt (EFE-Egypt) is a non-profit, non-governmental organization registered with the Egyptian Ministry of Social Solidarity to provide market-driven training programs for unemployed and underprivileged Egyptian youth. Through private sector partnerships and an annual market needs analysis, EFE-Egypt creates original curricula and delivers training programs that respond directly to market needs and the needs of the private sector. EFE-Egypt coordinates with employers to offer pre-committed job opportunities to graduates of its training programs. To date, over 80 percent of EFE-Egypt 's job-track graduates have been placed in a full-time job in the private sector.

EFE-Egypt is part of a network of a locally-run EFE affiliates in Egypt, Jordan, Morocco, Palestine, Tunisia, Saudi Arabia and Yemen, along with "global hub" support offices in the USA, UAE, and Europe.

Company Website: www.efeegypt.org

Address: 7B Elsadd Elaaly St, Dokki Giza.

Working Hours: 9:00 AM – 5:00 PM Sunday – Thursday

E-mail: info@efeegypt.org

Vacancies:

➢ 1-Communications Associate

Job Description:

- Under the direct supervision of the Marketing and Communications Officer, Communications Associate will be responsible for:
- Overseeing EFE-Egypt social media daily activities and engagements in collaboration with the social media intern;
- Developing a social media strategy;
- Overseeing a weekly social media content plan created by the social media intern in order to ensure the maintenance of a consistent brand personality in terms of (tone of voice, language, persona and purpose);
- Co-creating a monthly social media report in collaboration with the social media intern;
- Planning and organizing brand awareness events and campaigns;
- Communicating with EFE affiliates by joining a bi-weekly communications departments' group call;
- Creating and collecting an archive that includes EFE-Egypt alumni success stories;
- Developing and implementing new communication methods with EFE-Egypt participants and alumni to build a stronger relationship;
- Contacting photographers, videographers and graphic designers for media production and overseeing their work to ensure quality and brand consistency;
- Performing other related duties as requested.

Qualifications:

- Bachelor's degree (mass communication is a plus)
- 1-3 years of experience in social media marketing, public relations, or brand management
- Basic design (Adobe Suite), photography and video editing skills
- Proficiency in spoken and written English and Arabic
- Highly reliable, creative and energetic
- Self-motivated and ability to take initiative and work in teams
- Strong computer proficiency (Microsoft Windows and Office)
- Prior experience in event organization is preferred
- Previous community service experience is an asset.

➢ 2-Grant Management Associate

Job Description:

- Under the direct supervision of the Business Development and Compliance Officer, the Grant Management Associate will be responsible for:
- Ensuring that EFE-Egypt's training programs continue to align with donor requirements by:
- Drafting and submitting project-specific narrative and technical reports as per donor requirements and grant deadlines;
- Liaising with donors to ensure grant compliance of all programs;
- Drafting project-related Memorandums of Understanding (MOU's) and legal agreements;
- Tracking program enrollment, graduation, job placements and employer pre-commitments via M&E tools in coordination with the Programs Department.
- Ensuring high-quality program implementation as project lead by:
- Planning, attending, and documenting team coordination meetings in collaboration with the Programs Officer;
- Liaising with the Programs Department to ensure project targets are met in a timely manner;
- Liaising with the Training Department to customize curriculum and ensure that program curriculum is in line with donor agreements;
- Liaising with the Partnerships and Communication department to ensure that employer partnerships are in line with projects' scope;
- Managing program budgets in collaboration with the Finance Department to ensure that all program spending is in accordance with budget agreements.
- In collaboration with the Business Development and Compliance Officer, seeking partnerships with governmental and private sector donors in order to further the organizational mission and vision of EFE-Egypt in the following capacities:
- Attending meetings with governmental and non-governmental partners and donors to expand EFE-Egypt's grant portfolio;
- Developing project concept notes and proposals as per EFE-Egypt's proposal-writing standards in collaboration with the EFE-Egypt's operations team;
- Designing programs in line with EFE-Egypt's mission and vision;
- Collaborating with EFE-Global and Europe-EFE on joint grant applications.
- Carrying out other duties and assignments delegated by the Grants Management Department or CEO as needed.

Qualifications:

- Bachelor's degree (business administration, public administration or communications degree preferred)
- Background in research projects preferred
- Minimum of 3 years of relevant work experience, preferably in the private sector or NGOs
- Experience in project and account management
- Experience with budget management and development
- Ability to travel throughout Egypt when necessary
- Excellent English and Arabic written and oral communication skills
- Highly self-motivated, creative, focused, organized, and team-oriented
- Able to work under pressure and meet tight deadlines
- Strong computer proficiency (Microsoft Windows and Office)

➢ 3-Alumni Development Coordinator

Job Description:

- Under the direct supervision of the Communications and Partnerships Manager, Alumni Development Coordinator will be responsible for:
- Coordinating recruitment activities that actively generate job opportunities based on pre-determined hiring plans and targets;
- Planning and organizing annual career events;
- Corresponding with and conducting corporate visits to employers' recruitment functions and events;
- Communicating, advising and referring EFE-Egypt students to potential employers as requested and in compliance with EFE-Egypt standards of job placement opportunities, thereby supporting them in their job search process;
- Providing comprehensive information to EFE-Egypt employer partners about EFE-Egypt tailored programs;

- Initiating and developing contacts with faculties and other entities to support participant outreach activities;
- Posting jobs opportunities and alumni extracurricular activities on EFE-Egypt Mobile Application
- Coordinating between EFE-Egypt alumni who apply via the EFE-Egypt Mobile Application and employer partners;
- Designing the monthly development and engagement plans for EFE-Egypt Alumni;
- Performing other related duties as requested.

Qualifications:

- Bachelor's degree (business administration or public administration preferred)
- HR Diploma/certificate is a plus
- 2-4 years of experience in recruitment services, human resources, or youth training
- Proficiency in spoken and written English and Arabic
- Highly reliable and proactive
- Self-motivated and ability to take initiative and work in teams
- Ability to travel for training/meetings when necessary
- Strong computer proficiency (Microsoft Windows and Office)
- Prior experience in event organization is preferred
- Previous community service experience is an asset.

➢ 4-PARTNERSHIPS AND COMMUNICATIONS MANAGER

The Partnerships and Communications Manager will be responsible for overseeing, strengthening and enriching EFE-Egypt's brand identity, employer relations and alumni support. S/he will coordinate important visibility projects; manage the EFE-Egypt employment KPI through recruiting EFE-Egypt alumni, and brand presence on social media and digital platforms.

Job Description:

Programs and Project Management:

1. Communicating with external and internal parties to ensure an efficient implementation of the programs through the following activities:
   - Overseeing the participants sourcing and selection process of the current and potential training programs
   - Liaising with the training department to customize curriculum and ensure that program curriculum is in line with donor agreements
   - Aligning with donors to ensure that job opportunities are in line with projects' scope
   - Managing program budgets in collaboration with the Finance Department to ensure that all program spending is in accordance with budget agreements
   - Meeting with governmental, non-governmental partners, donors, vendors and employers to expand EFE-Egypt 's partners portfolio
2. Participating in the facilitation of the training programs through the following:
   - Delivering training programs related to CV writing, interviewing skills, talent acquisition process, labor law, business skills and self-development
   - Supervising the entrepreneurship simulation projects
   - mentoring students for making career plans by facilitating awareness of their work-related strengths, interests, values, and understanding the labor market
3. Empowering EFE-Egypt Alumni through the management of the following activities:
   - The coordination of recruitment activities that actively generate job opportunities based on pre-determined hiring plans and targets
   - Planning and organizing annual career events
   - Designing the monthly development and engagement plans for EFE-Egypt Alumni.

Marketing and Communications:

4. Managing EFE-Egypt 's awareness campaigns through the following tasks:
   - Collaborating with EFE-Global and the MENA affiliates to launch network-wide campaigns
   - Developing campaign strategies in collaboration with the Grants Management Department based on donor requirements and EFE mission and vision
   - Ensuring the execution of the campaign plans with support from the Communications Associate and the Social Media Intern
   - Leading all campaign events targeting employer partners, donor agencies, and youth, including the

logistical coordination and the content development for all events
- Initiating and developing contacts with faculties and other entities to support participant outreach activities

5. Collaborating with the EFE-Global Network's Communications' Department when needed, in which responsibilities may include contributing to group calls, video conferences, sharing experiences and lessons learnt
6. Developing and strengthening the EFE-Egypt brand identity through the following tasks:
- Developing a social media strategy for EFE-Egypt 's online presence and overseeing the execution of the full strategy with support from the Communications Associate and Social Media Intern
- Drafting and designing marketing outreach materials and in-house promotional materials to showcase our programs to relevant stakeholders, including potential participants, employer partners, and donor agencies
- Developing periodic success stories to showcase EFE-Egypt 's potential to relevant stakeholders
- Overseeing the development and update of all EFE-Egypt templates based on existing branding guidelines and style guides

7. Carrying out other duties and assignments delegated by the CEO as needed.

Qualifications:

- Bachelor's degree (mass communication is a plus)
- 10 years of experience in Human Capital, recruitment and Projects Management
- Proficiency in spoken and written English and Arabic
- Highly reliable, creative and energetic
- Able to work in highly dynamic environment and can adapt quickly with changes
- Self-motivated and ability to take initiative and work in teams
- Excellent reporting skills
- Prior experience in event organization is preferred

➢ 5-Marketing Associate

- The Marketing Associate will be responsible for overseeing and strengthening EFE-Egypt's brand identity. S/he will coordinate important visibility projects and manage the EFE-Egypt brand presence on social media and digital platforms. They will be managing various EFE-Egypt awareness campaigns and ensuring their successful execution.

The Marketing Associate will be responsible for:

Developing and strengthening the EFE-Egypt brand identity through the following tasks:
- Developing a social media strategy for EFE-Egypt's online presence and overseeing the execution of the full strategy with support from the Social Media Associate.
- Drafting and designing marketing outreach materials and in-house promotional materials to showcase our programs to relevant stakeholders.
- Developing and updating all EFE-Egypt templates based on existing branding guidelines and style guides;

Managing EFE-Egypt's awareness campaigns through the following tasks:
- Developing campaign strategies in collaboration with the Grants Management Department based on donor requirements and expectations;
- Ensuring the execution of the campaign plans with support from the partnerships Communications Manager.
- Leading all campaign events targeting employer partners, donor agencies, and youth, including the logistical coordination and the content development for all events;

Performing other related duties as requested by the CEO.

Qualifications:

- Bachelor's degree (mass communication is a plus)
- Four years of experience in social media marketing, public relations, or brand management
- Basic design (Adobe Suite), photography and video editing skills
- Proficiency in spoken and written English and Arabic
- Highly reliable, creative and energetic
- Self-motivated and ability to take initiative and work in teams
- Strong computer proficiency (Microsoft Windows and Office)
- Prior experience in event organization is preferred
-

➢ 6-PROGRAMS MANAGER

- The Programs Manager will oversee the implementation of all EFE-Egypt programs. They will be responsible
- for coordinating with various EFE-Egypt Operational Departments to ensure that all EFE-Egypt programs

are
- Implemented in a high-quality, efficient, and timely manner. They will lead all EFE-Egypt ´s participant sourcing
- Efforts. Finally, they will seek to expand EFE-Egypt ´s partnerships with educational partners, such as public
- Universities across Egypt. Such partnerships will be critical in the implementation of programs.

Job Description:

- Under the direct supervision of the Chief Executive Officer, the Programs Manager will be responsible for:
- Overseeing the implementation of EFE-Egypt programs by:
- Designing implementation plans aligned with different projects' objectives, timelines, and
- deliverables in collaboration with the Grants Management Department;
- Liaising with the Training Department to ensure classes are scheduled, and trainers are
- secured as per agreed upon implementation plans;
- Liaising with EFE-Egypt Venue Administrator to ensure venue availability for all EFE-Egypt
- Classes;
- Leading, planning, and documenting weekly team coordination meetings.
- Leading EFE-Egypt ´s participant sourcing through the following activities:
- Designing participant outreach plans in coordination with EFE-Egypt ´s Programs Associate
- And Communications Department;
- Ensuring the execution of participant outreach plans on a monthly basis;
- Seeking partnerships to expand EFE-Egypt participant outreach efforts;
- Leading the analysis of participant outreach efforts by tracking the number of potential
- Applicants reached, applied, registered, and enrolled in EFE-Egypt's programs.
- Serving as the main point of contact with EFE-Egypt educational partners through the following
- activities:
- Identifying potential educational partners to support the implementation of EFE-Egypt
- University-focused programs;
- Establish and maintain partnerships with educational partners, such as public universities
- Across Egypt, to support the implementation of programs.
- Leading the Monitoring & Evaluation (M&E) efforts of all programs through the following:
- Developing program-specific monitoring and evaluation (M&E) tools in line with EFE´s
- standard M&E requirements;
- Tracking program enrollment, graduation, job placements and employer pre-commitments
- via M&E tools with support from the Programs Associate.
- Carrying out other duties and assignments delegated by the CEO as needed.
-
- Bachelor's degree (business administration, public administration or political science degree
- Preferred)
- 7-10 years of experience, preferably in the development sector
- Previously held a managerial position for at least 4 years is a must
- Experienced in project administration, development, monitoring and evaluation is a must
- Excellent English and Arabic written and oral communication skills
- Experience in implementing and developing programs at governorates is a plus
- Ability to oversee and manage all the required programs' logistics (Participants, premises, etc.)
- Ability to travel throughout Egypt when necessary
- Highly self-motivated, organized, dynamic, multi-tasking, flexible and team-oriented
- Ability to work under pressure and meet tight deadlines
- Ability to maintain effective working relationships with government authorities, universities,
- Institutes, international organizations, and other project partners
- Takes responsibility for and ownership of actions and manages constructive criticisms
- Promotes continuous learning for self and others
- Actively seeks new ways of improving programs or services

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German Lebanese Company for Industry (GLC)

Our company was established in Egypt since 1998.

During the last years, GLC paints earned a reputation in regard to the German technology of its high quality paints.

The company is fully committed to invest in research and development, as well as manufacturing products that are indeed equivalent to the highest internationally recognized standards.

Our mission is "Where Quality Counts" drives us to provide you with superior painting by utilizing our quality to utmost professionalism, reliability, efficiency, thoroughness, promptness and finally courteousness. We believe that each and every client deserves to be treated as our priority.

This can enable us to establish lusting relationships with our clients and become their painters of choice.

Company Website: www.glc.com.eg

Address: Obour city.

Working Hours: 8:30 AM to 4:30 PM

Telephone: 01020347413

E-mail: recruitment@glc.com.eg

Vacancies:

➢ 1-Web developer

Job Summary:

- Design and develop functional requirement of the system following the defined project plan and guidelines using MVC

Qualifications:

- At least 3 years in Software Development and coding using MVC
- Excellent knowledge of web development
- Excellent knowledge of Database concepts and tools (MS SQL Server is a must)
- Excellent knowledge of Dot Net (ASP.NET, MVC, C#)
- Excellent knowledge of Entity Framework (Code First)
- Excellent knowledge in front End web tools and frameworks; jQuery, bootstrap, kendo, angular…
- Proficient in Web frameworks: ASP.NET MVC 1-6, ASP.NET Web Api, ASP.NET
- Preferably residents of (Obour - New Cairo - Nasr city).

➢ 2-Chemist

Job Summary:

- Follow up on new techniques for the analysis of chemicals.
- Work collaboratively in cross-functional teams.
- Be aware of, and keep up to date with, health and safety issues.
- Validate methods and equipment.
- Assist in designing and formulating new products ideas.
- Discover and solve current products problems.

Qualifications:

- Bachelor's degree in chemistry.
- 0-3 years of experience in labs.
- Excellent interpersonal and communication skills.
- Excellent planning and organizing skills..

➢ 3-Purchasing Specialist

Job Summary:

- Conduct negotiations with the suppliers, ensuring that the items meet the required specification.
- Execute of the procurement process according to the approved purchase orders according to the supply schedule.
- Work with suppliers and general contractors to communicate and follow-up on requirements and commitments.
- Monitor and coordinate material delivery processes between suppliers to ensure that items are delivered to the warehouse on time.
- Review suppliers' quotations to ensure accuracy and appropriateness and resolve any discrepancies escalate if needed.
- Negotiate with existing suppliers and source out potential new ones.
- Purchase of Raw & Packing materials for manufacturing.

Qualifications:

- Bachelor's degree in Logistics or any related field.
- 2-3 years of experience in a manufacturing/production environment, coordination and purchasing responsibility.
- Very good computer skills..

➢ 4-Electrical Maintenance Engineer

Job Summary:

- Ensure efficient maintenance and repair of the instruments in the plant.
- Establish and maintains a computerized maintenance management, spare parts, and maintenance history of plant equipment.
- Prepare reports, analyzes data, and makes recommendations for improving plant.
- Operate and solve all maintenance-related problems.
- Develop his electrical knowledge by continuous exposure to new technologies.

Qualifications:

- Bachelor's degree of Electrical Engineering.
- 0- 3 Years of relevant experience.
- Basic knowledge of automatic control, electronics, utilities and process equipment operation.
- Strong leadership and communication skills.
- Excellent English Language..

➢ 5-Merchandiser

Job Summary:

- Make daily visits to our retail stores to review our products' display.
- Collect market data related to paint's market.
- Responsible for new products' launching campaign.
- Participate in different marketing events...

Qualifications:

- Bachelor's degree in Marketing or any related field.
- 1 - 4 years of experience.
- Excellent interpersonal skills.
- Excellent communication skills.
- Excellent planning and organizing skills.
- Preferably have a car.r.

➢ 6-Projects Sales Engineer

Job Summary:

- Search for new clients who could benefit from your products in a designated region
- Search for new clients who could benefit from our products in a designated region.
- Establish new, and maintaining existing, relationships with customers.
- Manage and interpreting customer requirements.

- Persuade clients that a product or service will best satisfy their needs.
- Negotiate tender and contract terms.
- Prepare sales reports.
- Meet regular sales targets.
- Record and maintaining client contact data.
- Support the marketing team by attending trade shows, conferences and other marketing events.
- Make technical presentations and demonstrating how a product will meet client needs.
- Provide pre-sales technical assistance.
- Help in the design of custom-made products.
- Open new markets.

Qualifications:

- Bachelor's Degree in engineering.
- 3-5 years of experience in a Sales/ Marketing environment.
- Team Player mind set with excellent communication skills with Inter-cultural Sensitivity.
- Result oriented person & quality driven with high level of Customer focused

➢ 8-IT helpdesk Specialist

Job Summary:

- Work as 1st line technical assistance to help set up systems or resolve issues for all organization's employees.
- Set up work stations by Installing & configuring computers, Laptops, Servers & necessary peripheral devices (User's Pcs, routers, printers, etc...)
- Install and configure appropriate software and functions according to specifications.
- Set up new users' accounts and profiles and dealing with password issues.
- Perform troubleshooting to diagnose & resolve problems (repair or replace parts, debugging etc.)
- Prioritize & manage many open cases at one time.
- Work continuously on a task until completion (or referral to third parties, if appropriate).
- Troubleshoot system & network problems and diagnosing and solving hardware or software faults.
- Monitor and maintaining computer systems & networks.
- Develop and maintain local networks in ways that optimize performance.
- Responsible for administration and internal support of the Company's PCs, printers, servers.
- Develop and Implement network maintenance standard Operating Procedures.

Qualifications:

- BSc degree in IT, Computer Science or any relevant field.
- 1+ years of proven experience as a Helpdesk Specialist.
- Manufacturing background is a must.
- Proficiency in English.
- Excellent problem solving & communication skills..

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GlobeMed Group

GlobeMed Egypt Was Launched in August 2012, and the primary focus was establishing a state of the art platform bringing our network online, and establishing connectivity with different stakeholders

In February 2013 GlobeMed Egypt started to approach the market with complete healthcare benefits management solution as well as our unbundled services, rapidly reaching a portfolio of 250,000 insured members for full TPA services, in addition to more than 400,000 member in unbundled services

MISSION

REDEFINE THE HEALTHCARE BENEFITS MANAGEMENT BUSINESS IN EGYPT

By providing exceptional services to beneficiaries risk carriers, transparent cost containment to risk carriers and a quick, hassle-free process with providers

VISION

Maintain our leadership as a pacesetter and a benchmark reference in the management of healthcare benefits

www.globemedegypt.com

TAKING CARE OF HEALTHCARE

GlobeMed Egypt

GlobeMed Egypt

GlobeMed is the largest healthcare benefits management company in the Middle East. Over the last 26 years, GlobeMed has redefined the standards of managing healthcare insurance benefits in the region, expanding its operations to 12 countries in the Middle East and Africa to serve over 100 insurance companies, self-funded and social health insurance schemes. Furthermore, GlobeMed is serving clients in other countries under licensing agreement.

We are connected to over 17,000 providers directly contracted with GlobeMed in the region, and over 120,000 providers worldwide.

Being one of the first organizations to introduce the Third Party Administrator (TPA) model in the region, GlobeMed combines technical expertise and information technology to deliver superior services and State-of-the-art solutions. GlobeMed has extended its offering, and emerged as system vendor providing Unbundled, flexible, and scalable solutions for all stakeholders in both the public and private sectors.

In addition to healthcare benefits management, GlobeMed provides pharmacy benefits management, ambulatory benefits management (ABM), actuarial support services, international health services, revenue cycle management and other services and solutions. Our partners enjoy access to a centralized and updated database through over 100 specialized online portals dedicated to every stakeholder involved in the management of healthcare benefits.

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Company Website: www.globemedegypt.com

Address: 75, Street 15, Maadi ,Cairo, Egypt.

Working Hours: 8:30 Am till 5 PM

Telephone: +2 02 23225111

Fax: +2 02 23225111

E-mail: hr@globemedegypt.com

Vacancies:

➢ 1-Customer Care Agent

Job Description:

- Receiving inbound calls for customer's inquiries
- Understand and respond to customer needs and issues over the phone.
- Assist, advise and provide solutions to customers
- Maintaining professional attitude
- Comply with the work standards and processes
- Meeting set monthly KPIs.
- Work individually and as a part of a team.
- Accountability for pending cases until resolved.
- Creating CRM complaints and report any problematic issue.
- Share knowledge with colleagues and follow up with the concerned departments to close pending issues.
- Ensure high level of customer's satisfaction

Qualifications:

- Good to Very good command of English language.
- Experience in call center/customer service is preferred.
- Previous experience in Medical insurance industry is a big asset
- Punctual, people oriented and problem solving skills
- Discipline & strict compliance with policies & procedures.
- Ability to learn, seek knowledge and self-development.
- Strong verbal communication skills.

- Demonstrates a positive, enthusiastic, friendly attitude.
- Ability to work on a 24 hours shift basis (flexibility for overnight shifts for males is required)
- Proficiency in using MS Office application.

➢ 2-MIS Officer

Job Description:

- Conducts diagnostic analysis of issues identified by internal clients (Opex, Business Development, Operations, etc.) to identify the optimal solution to resolve them.
- Supports the Application unit of the MIS Department in setting the analytics requirements for the BI tools.
- Develops data mining models based on the needs identified for internal clients and work to integrate them into existing and new applications.
- Trains new analysts on operational processes and procedures related to the department and provides general orientation to new employee from other departments.
- Maintains a current knowledge of trends, technology and developments in the market related to analytics to ensure the organization is adhering to best industry practices.

Qualifications:

- Holds a University Degree in Management of Information Systems
- 2-3 years of experience in MIS (Medical field preferred)
- SAS Certified
- Experience in using Tableau and BI tools
- Ability to work in a team.
- Ability to cope with changing circumstances, workloads under pressure and to meet deadlines
- Ability to work on multiple projects simultaneously.
- Attention to details: inquisitive and meticulous about details.
- Speed: should work quickly without sacrificing the quality of their work.
- Flexibility: able to work different schedules
- Language: Fluent in spoken English

➢ 3-Senior Recruitment Officer

Job Description

- Responsible for the recruitment process starting from preparing the job announcements using the appropriate channels up to interviewing and selecting the most qualified candidates.
- Perform all the recruitment tasks including: screening CVs, contacting candidates over the phone, setting dates for assessments and conducting interviews.
- Coordinate with the heads of departments for the technical interviewing process.
- Keep good records for all employees and develop a pool of candidates for current and future staffing needs.
- Assist in preparing the job descriptions.
- Prepare job offers for the selected candidates.
- Confirm and follow up with the candidates for their starting date and submitting the required hiring documents.
- Participate in setting an on-boarding program for the newly hired employees.
- Attend employment fairs.
- Support in increasing the employees' satisfaction and development.

Qualifications:

- Bachelor degree of Business Administration or any other related field.
- Fluent English.
- 3-5 years of experience in HR field.
- Solid experience in recruitment is MUST.
- Presentable, excellent communication and time management skills.
- Maadi or nearby residents.
- Team-worker, problem solving skills and ability to work under stress.

➢ 4-Authorization Agent

Job Description

- The Medical Doctor will manage daily patients' needs with health care providers (Hospitals, Labs, Pharmacies, Clinics...) to assure high level of service quality and satisfaction.
- Her/his objective is to facilitate timely delivery and patient access to the various health care services.
- Issue Approvals/Rejections for the patients' prior approvals requests based upon their policies as well as their medical conditions.

Qualifications

- Bachelor degree of Medicine or Nursing.
- For Nurses; Technical experience in ICU or OR is a MUST.
- From Good to very Good command of English Language.
- From 2 to 3 years of experience in Medical Field.
- Previous Experience in Medical insurance/Health care industry is a big plus.
- Excellent verbal Communication skills.
- Must be computer literate.
- Ability of commitment to a full time/shift based job (40 hrs. /week).
- Ability to work independently and as part of a team.
- Gender: Males/Females.
- For Males, Military Service should be completed /exempted.
- Bachelor's degree (mass communication is a plus)
- 1-3 years of experience in social media marketing, public relations, or brand management
- Basic design (Adobe Suite), photography and video editing skills
- Proficiency in spoken and written English and Arabic
- Highly reliable, creative and energetic
- Self-motivated and ability to take initiative and work in teams
- Strong computer proficiency (Microsoft Windows and Office)
- Prior experience in event organization is preferred
- Previous community service experience is an asset.

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info@maraam.io

Samaya Electronics Egypt Ltd.

IS

HIRING

Samaya Electronics

Methode Electronics is a leading developer of custom-engineered and application-specific products and solutions utilizing the latest technologies. From magnetic signature sensing of mechanical and electrical properties to the revolutionary solid-state touch sensitive switches used in today's appliances and automobiles, Methode's extensive toolbox of technical solutions help our customers differentiate their products. Our regional design and customer support centers, coupled with manufacturing campuses in the Americas, Europe, and Asia allow Methode to bring a total business solution to customers worldwide. We leverage the talents of our over 5,000 employees to serve a diversified group of customers in four market areas: User Interfaces, Sensor and Switches, Power and Data. Methode helps customers win in their end markets by providing an unmatched combination of customer focus, differentiated technology, problem solving and world-class manufacturing.

Company Website:www.methode.com

Address: Free Zone, Al Wafaa WA Al Amal, Nasr City, Cairo Governorate.

Working Hours: 8 Hours

Telephone: 02 267 39 100

E-mail: hr@samaya-electronics.com

Vacancies:

➢ 1-Sr. Quality Control Engineer

Job Description:

- Develop, manage and maintain internal quality procedures & External.
- Review and analyze processes from quality/cost viewpoint.
- Coach and train colleagues on quality systems, approaches and methods.
- Facilitate and co-ordinate 'Quality' team at his area.
- Assist teams in customer focused planning and problem solving.
- Maintain focus of the organization on opportunities for improvement.
- Track and report progress of teams' activities, orally and in writing, on a continuous basis.

Qualifications:

- Male Only
- Work on Shifts
- Bachelor's Degree in Engineering Electrical or Mechatronics
- 3-5 years' experience directly related to the duties and responsibilities specified.
- Awareness Lean and SIX Sigma tools.
- Awareness of ISO - Standards
- Excellent English
- Age not more than 38 years

➢ 2-Jr. Quality Control Engineer

Job Description:

- Maintain safe work environment by following standards and procedures and complying with legal regulations
- Coach and mentor junior employees; seek opportunities to grow leadership in others
- Accomplish organization mission by completing related results as needed
- Approve incoming materials by confirming specifications, conducting a visual and measurement test, and rejecting and returning unacceptable materials
- Document and update inspection results by completing reports and logs

Qualifications:

- Work on Shifts
- Bachelor's Degree in Engineering Electrical or Mechatronics
- 1-2 years' experience directly related to the duties and responsibilities specified.
- Awareness Lean and SIX Sigma tools.
- Awareness of ISO - Standards
- Excellent English
- Prefer experience in FMCG

➢ 3-Total Preventive Maintenance Engineer

Job Description:

- Follow up production line to prevent any breakdown.
- Listing all spare parts needed for machines.
- Reporting all idle time causes & quick action for breakdowns & failures.
- Daily Check of Maintenance Routines.
- Apply TPM techniques to ensure minimum idle time.
- Participate in new installations on the production lines.

Qualifications:

- Bachelor degree Mechatronics department
- 3+ Years experience
- PLC,programming & C++
- Pneumatic and hydraulic background is must
- Can work on shift basis
- Don Bosco certificate will be Good

➢ 4-Local and Foreign Purchasing Specialist

Job Description:

- Search for new suppliers
- Interact with suppliers on a daily basis to resolve transcription issues and gather critical information invoices, tracking.
- Responsible for appropriate supplier selection/bidding processes for selected purchase requests, and supplier and contract pricing validation for all purchase requests under category management responsibility
- Responsible for managing projects to improve procurement processes
- Receiving purchase orders from departments and checking for the required funds after approval
- The purchase order must be completed in quantities and quantities required
- Search for multiple sources of supply
- Manage the supplier register and update and evaluate their data in accordance with supplier evaluation criteria.
- Manage the processes of studying and analyzing purchase offers and issuing purchase orders.
- Develop the procurement plan and execute the purchase orders of the system according to the timetable and update the purchase order record
- Monitoring the prices of all materials and supplies for the administration, production, and updating of the private register prices.
- Overseeing the movement of inventory to and from warehouses in order to ensure the highest security rates to maintain inventory.
- Ensure that the procedures and instructions for the work of loading and storage operations are followed.
- Conducting a comprehensive survey of the area of workshops, spare parts, and accessories

Qualifications:

- Bachelor Degree
- 3-4 years of experience.
- Proficiency of the computer & excellent using of MS Office applications.
- Good in English
- Time management skills.
- Negotiation skills.
- Effective communication skills.
- 3+ years' experience in purchasing Preferred FMCG

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Address: 25 Mourad St., Inside Canadian Chamber of Commerce, Cairo, Egypt.

Working Hours: 9:30-5:30

Telephone: 0110 1111 802

E-mail: info@wiselyinsure.com

Vacancies:

➢ 1-Chief Technological Officer

Job Description:

- Develop technical aspects of the company's strategy to ensure alignment with its business goals
- Works in a consultative fashion with other department heads, such as marketing, production and operations as an advisor of technologies that may improve their efficiency and effectiveness.
- Provide leadership for a technological/ technical team whose responsible for all the technological systems and processes in the company.
- Evaluating and implementing new systems and infrastructure
- Discover and implement new technologies that yield competitive advantage
- Supervise system infrastructure to ensure functionality and efficiency
- Communicate technology strategy to partners and investors

Qualifications:

- BSc/BA in Computer Science, Engineering or a related field; MBA or other relevant graduate degree is a plus
- Atleast 8+ experience as a CTO or similar leadership role
- Understanding of budgets and business-planning
- Ability to conduct technological analyses and research
- Leadership and organizational abilities
- Strategic thinking

➢ 2-Business Analyst

Job Description:

- Evaluating business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions.
- Leading ongoing reviews of business processes and developing optimization strategies.
- Staying up-to-date on the latest process and IT advancements to automate and modernize systems.
- Working closely with clients, technicians, and managerial staff
- Ensuring solutions meet business needs and requirements.
- Performing user acceptance testing.
- Updating, implementing and maintaining procedures.
- Monitoring deliverables and ensuring timely completion of projects.
- Effectively communicating your insights and plans to cross-functional team members and management.
- Gathering critical information from meetings with various stakeholders and producing useful reports.

Qualifications:

- A bachelor's degree in business or related field
- A minimum of 5 years experience in business analysis or a related field in software solutions industry
- Exceptional analytical and conceptual thinking skills
- Advanced technical skills
- Excellent documentation skills and Research skills

- Competency in Microsoft applications including Word, Excel, and Outlook
- Excellent planning, organizational, and time management skills
- A history of leading and supporting successful projects

➢ 3-Software Product Manager

Job Description:

- Overall responsibility for software product success
- A leader of the tech, and manager of teams- development, IT, business, alignment with clients to incorporate their needs
- Understand product and process, having a complete overview of all implemented features and their technical processes.
- Support in the implementation, design and system integration
- Define configuration specifications and business requirements in writing and keeping these updated.
- Perform Quality Assurance and define reporting and alerting requirements.
- Create buy-in for the product vision both internally and with key external partners.
- Translate product strategy into detailed requirements and prototypes.
- Scope and prioritize activities based on business and customer impact.
- Work closely with technical team leader and development team to deliver with quick-time-to-market and optimal resources.
- Evaluate roll-out plans to ensure that they are consistent with product line strategy
- Developing written product instruction manuals
- Drive product launches including working with business development, software, sales, IT and other departments.

Qualifications:

- Bachelor degree in Computer Science or a related field in the Software industry.
- Minimum of 8 years in the same position.
- Strong leadership skills
- Strong knowledge of SCRUM/Agile and waterfall environments
- Stress management skills and organizational skills
- Strong technological and analytical skills
- Coordination and Communication skills

➢ Senior Quality Assurance Engineer/ Tester

Job Description:

- Run various tests on new software products to ensure that programs satisfy all specifications and requirements
- Execute test cases (manual or automated) and analyze results
- Identify any problems and run debugging programs to fix issues.
- Record all defect details, creating and distributing reports outlining the types of defects found and the steps taken to resolve these issues.
- Maintaining documentation, such as change logs, regarding software and application defects to recognize and forecast similar problems in the future and to provide quick resolution.
- Work closely with developers to recognize the potential for any operational issues, assess risks, and resolve issues before the new software is complete.
- Conduct post-release/ post-implementation testing
- Ensure that the system is working in an efficient and effective manner and the as-built is similar to as-designed
- Work with cross-functional teams to ensure quality throughout the software development lifecycle

Qualifications:

- BSc/BA in Computer Science, Engineering or a related field
- At least 5 years experience as Quality Assurance Engineer or Project Manager
- Familiarity with Agile frameworks and regression testing is a plus
- Ability to document and troubleshoot errors
- Working knowledge of test management software (e.g. qT#est, Zephyr) and SQL
- Excellent communication skills
- Attention to detail

- Analytical mind and problem-solving aptitude
- Strong organizational skills

➢ 5-Account Management Executive

Job Description:

- Manages, builds, maintains and nurtures corporate relationships
- Introduces Cross-selling / up-selling initiatives in the assigned portfolio ensuring that customers' needs are always met
- Conducts service level review meetings to assess the performance of benefit plans and taking corrective actions where needed with Service Provider
- Prepares all needed presentations for clients' visits
- Keeps up to date with the insurance and competition developments within the market and the key accounts
- Owns the renewal process for corporate client's policies, as well as tailoring and negotiating the renewal offer with insurance companies to obtain best-fit solutions
- Prepares ongoing studies and reports as needed to analyze portfolio as well as the Egyptian corporate insurance market to be able to drive the needed strategies and solutions for enhanced client servicing
- Follows up on the clients' premiums' payments, and management of the company courier
- Keeps strong relations with the key contact people within the company
- Presents periodical activity reports and statistics to illustrate requests and results of assigned portfolio to management
- Ensures continuous self-development to keep up to date with the knowledge needed for effective performance
- Keeps up to date with company's standards, policies, procedures and authority limits needed for the implementation of responsibilities
- Carries out all other tasks delegated from management

Qualifications:

- Bachelor Degree in relevant field
- 1 – 3 years of account management experience/key account management
- Past Insurance experience is a must
- Minimum age 24 years to 30 years old max
- Excellent problem-solving ability
- Self-driven and able to handle pressure and workloads
- Client and service oriented
- Strong communication and reporting skills
- Excellent computer skills.
- Fluent in English and Arabic both written and spoken

➢ 6-Business Development Executive

Job Description:

- Researching organizations and individuals online (especially on social media) to identify new leads and potential new markets
- Researching the needs of other companies and learning who makes decisions about purchasing
- Contacting potential clients via email or phone to establish rapport and set up meeting
- Attending conferences, meetings, and industry events
- Contacting clients to inform them about new developments in the company's products
- Negotiating and renegotiating by phone, email, and in person

Qualifications:

- Bachelor of Commerce/ Marketing major or other related fields
- At least 2 to 3 years' experience in sales or business development
- Sociable
- Communication skills
- Attention to details skills
- Presentable
- Goal and customer oriented
- Ability to handle the pressure

➢ 7-Business Development Supervisor

Job Description:

- Identifies, evaluates, and pursues business opportunities with partners or potential customers.
- Researching the needs of other companies and learning who makes decisions about purchasing
- Contacting potential clients via email or phone to establish rapport and set up meeting
- Attending conferences, meetings, and industry events
- Contacting clients to inform them about new developments in the company's products
- Negotiating and renegotiating by phone, email, and in person
- Supervise a team of business development agents
- Coordinates and negotiates with other departments to implement marketing initiatives.
- Responsible for maintaining close relationship with existing clients.
- Acquires new customers and, retains and expands existing customer relationships.
- Develops sales of products and services by investigating and resolving customer problems, recommends modifications to the product/service line, and coordinates sales negotiations with appropriate personnel.
- Responsible for meeting sales volume and revenue goals and standards for activity, such as number of sales calls.

Qualifications:

- Bachelor of Commerce/ Marketing major or other related fields
- At least 5 to 7 years' experience in sales or business development
- Sociable
- Communication skills
- Attention to details skills
- Presentable
- Goal and customer oriented
- Ability to handle the pressure..

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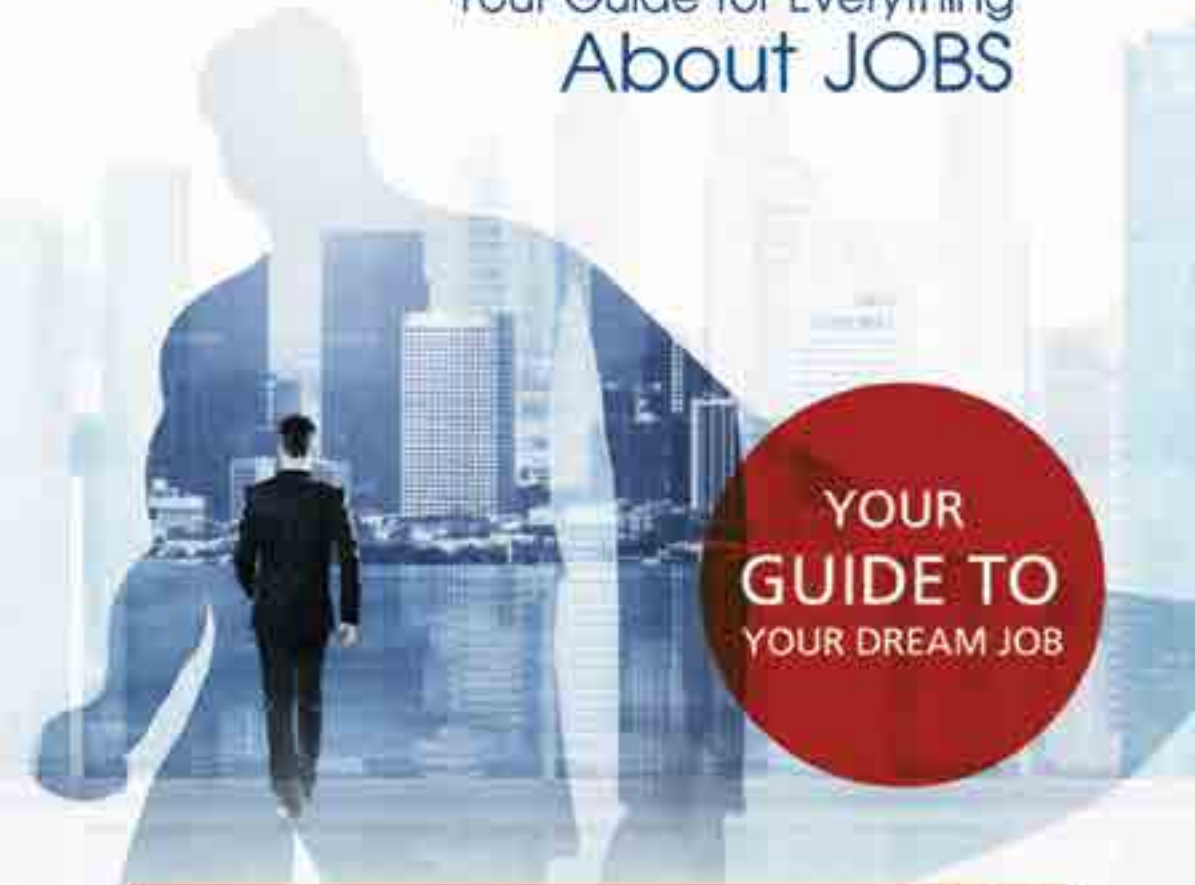

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E-mail: recruitment@jobzella.com

Vacancies:

➢ 1-Senior SQL Data Analyst

Job Description:

- Use statistical methods to analyze data and generate useful business report.
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.
- Production of interactive dashboards, graphs and visualizations.
- Produce and track key performance indicators.
- Develop and support reporting processes.
- Monitor and audit data quality.
- Mine and analyze large datasets, draw valid inferences and present them successfully using a reporting tool.

Qualifications:

- Bachelor's degree in engineering, IT, or other related technical subject.
- 5+ years in a data analyst role.
- Work hands-on with MS SQL Server 2008R2/2012/2014/2016 for SQL report, query, and stored procedure development, as well as for SQL data analysis, manipulation, and optimization
- Proven working experience as a data analyst or business data analyst.
- Expert in database communication language SQL with some experience in other programming language (C#) to automate reports.
- Technical expertise regarding data models, database design development, data mining and segmentation techniques.
- Strong analytical and technical skills.
- Ability to understand and find appropriate applications for data and analysis results.
- Experience of statistical methodologies and data analysis techniques.
- The ability to produce clear graphical representations and data visualizations.
- Demonstrated experience in handling large data sets and relational databases.
- Ability to learn new tools and systems quickly.
- High-level written and verbal communication skills

➢ 2-Drupal/php developers Team

Job Description:

- Develop and enhance custom Drupal module code, adhering to community and agency best practices, demonstrating innate understanding of the Drupal APIs.
- Perform configuration management, continuous integration, version control, and testing and document management.

- Work within an agile methodology, interpreting stakeholders' user stories and distilling them into technical tasks.
- Design creative prototypes according to specifications.
- Write high quality source code to program complete applications within deadlines.
- Perform unit and integration testing.
- Conduct functional and non-functional testing.
- Troubleshoot and debug applications.
- Engage in incident management, problem solving and solution implementation.
- Maintain effective communications with project team members and evaluate alternative business solutions with project management.
- Develop technical documents and handbooks to accurately represent application design and code.
- Support the project execution using Agile Scrum methodology.
- Prior experience in using frameworks such as bootstrap, foundation, angularJS, react JS etc.
- Candidates should have proven experience in modern PHP Web development tools and techniques
- A solid understanding of web application development processes, from the layout/user interface to relational database structures.
- Certified application developer is a plus
- Strong understanding of deployment processes and server configuration
- Ability to grow professionally in a highly flexible and fast-moving environment.
- Awareness and pride in 100% solution satisfaction.
- Programming Languages: Visual Basic, Python, Perl.
- Operating Systems: Linux, Windows, Mac, UNIX, Android.
- Databases: Oracle, MSSQL, Memcache, Redis.
- Scripting Languages: Vue.JS, JavaScript, Angular.js, Node.js, Jquery.
- Cloud Platform: Experience developing and working on AWS platform.

Qualifications:

- BSc/BA in computer science or relevant field; MSc/MA will be appreciated
- 3-5 years proven experience as application developer
- 3 years proven experience with PHP web programming
- 2 years of hands-on, Drupal back-end and front-end development experience in a professional environment
- Drupal 8 module development experience
- Symfony experience
- Expert knowledge of HTML, CSS, and JavaScript
- Work with designers and other developers to implement interactive web solutions and solve complex interaction challenges using PHP, HTML, JavaScript, CSS
- Utilize content management systems to build custom web applications and custom CMS components.
- Write code to connect to web services and databases, REST and other technologies.
- Integrate HTML/CSS/JS code with the CMS to create customized CMS-based solutions
- Write technical specifications and solution design documents (i.e. diagrams)
- Positively contributing to the team and clients by mentoring and sharing knowledge
- Test his/her own product to deliver high-quality results
- Strong technical problem-solving skills and attention to detail
- Demonstrated experience working with Drupal CMS including advanced site-building ability such as installing modules, creating views, content types, etc
- Experience working on highly trafficked websites, including performance optimization and designing caching strategies.
- In-depth knowledge of programming for diverse operating systems and platforms using development tools.
- Experience with configuration management, continuous integration, version control, testing and document management with Open Source technology stacks (LAMP, Ruby on Rails etc.) and Open Source tools (GIT/GITHUB, CI, Jira, etc.).
- Independent, self-motivated
- Fluent in English, written and spoken
- Proven track record of always learning and growing
- Proactive attitude
- Possess a spirit of generosity
- Excellent understanding of software design and programming principles.
- Decision-making, problem solving & able to work in a fast pace environment
- Analytical thinking and problem-solving capability

- Great attention to detail and time-management skills
- Good communication, presentation and leadership skills.
- Team player who can establish excellent working relationships with peers and other teams.
- Have the ability to provide accurate development estimates.
- Proactively initiate, develop, and maintain effective working relationships with team members.
- Communicate needed changes to development team.
- Mentor and guide developers

➢ 3-Business Development Specialist

Job Description: Responsibilities:

- Identifying new sales leads
- Pitching products and/or services
- Maintaining fruitful relationships with existing customers
- When it comes to generating leads, day-to-day duties typically include:
- Researching organizations and individuals online (especially on social media) to identify new leads and potential new markets
- Researching the needs of other companies and learning who makes decisions about purchasing
- Contacting potential clients via email or phone to establish rapport and set up meetings
- Planning and overseeing new marketing initiatives
- Attending conferences, meetings, and industry events
- When it comes to the challenge of actually selling, other typical duties include:
- Preparing PowerPoint presentations and sales displays
- Contacting clients to inform them about new developments in the company's products
- Developing quotes and proposals
- Negotiating and renegotiating by phone, email, and in person
- Developing sales goals for the team and ensuring they are met
- Training personnel and helping team members develop their skills

Qualifications:

- To be an effective business development executive, an individual must be:
- Socially Adept
- Good with numbers
- Able to provide quality leadership to a large team of salespeople
- The skills you need to excel in this position include:
- Strong communication and IT fluency
- Creative talents and the ability to solve tough problems
- In-depth knowledge of the industry and its current events
- The ability to handle pressure and meet deadlines
- Skill in prioritizing and triaging obligations
- Attention to detail
- Excellent time management and organization

➢ 4-Public Relations Specialist

Job Description

- Create PR plans and strategies
- Improve the quality of the company's voice via different online and offline channels
- Serve as a first contact person for all media queries
- Write press releases, media announcements, speeches, and other PR copy
- Prepare presentations for media briefings and other meetings
- Organize and oversee company events such as fairs, open day, seminars, conferences etc.
- Provide effective crisis management solutions in the times of need
- Suggest effective ways of peaceful resolving any internal or external disputes
- Conduct research and analyze public opinion
- Build and maintain targeted media lists, and nurture relationships with key reporters
- Monitor and analyze the effectiveness of PR campaigns and communicate insights to management
- Collaborate with external stakeholders including public affairs offices, consumer organizations, and professional societies.

Qualifications:

- Previous working experience as Public Relations Specialist from (1-2) years

- BSc/BA in PR, communications, journalism or similar relevant field
- Hands-on experience with a variety of different PR campaigns
- Applicable knowledge in copywriting and editing
- Experience with diverse social media platforms (LinkedIn, Twitter, Instagram , Facebook etc.)
- Excellent communication, presentation, and leadership skills
- Outstanding organizational and time management skills
- Passion for public speaking.
- Attention to details.

➢ 5-Senior ASP.NET Web Developer

Job Description

- Participate in requirements analysis
- Collaborate with internal teams to produce software design and architecture
- Write clean, scalable code using .NET programming languages
- Test and deploy applications and systems
- Revise, update, refactor and debug code
- Improve existing software
- Develop documentation throughout the software development life cycle (SDLC)
- Serve as an expert on applications and provide technical support

Qualifications:

- 4+ Years of experience in addition to having support projects:
- Experience in SQL Servers.
- Experience in MVC & ERP
- Experience in NET Core & Angular.
- Knowledge of Bootstrap.
- Knowledge of JQuery
- Max age 35

➢ 6-Social Media Specialist

Job Description:

Build and execute social media strategy through competitive research, platform determination, benchmarking, and messaging and audience identification.
- Generate, edit, publish and share daily content (original text, images, video or HTML) that builds meaningful connections and encourages community members to take action.
- Set up and optimize company pages within each platform to increase the visibility of the company's social content.
- Moderate all user-generated content in line with the moderation policy for each community.
- Create editorial calendars and syndication schedules.
- Continuously improve by capturing and analyzing the appropriate social data/metrics, insights and best practices, and then acting on the information.
- Collaborate with other departments (customer relations, sales etc) to manage reputation, identify key players and coordinate actions.
- Generate Creative ideas to improve the engagement rate and enhance the brand image.

Qualifications:

1 to 3 Years of Experience.
Fluent English.
Excellent Arabic writing Skills.
Experience in Gulf is a must.
Previous Experience in an agency.

➢ 7-English Blogger.

- We are looking for talented Blogger to generate engaging, original content for our website. The Blogger will research topics and develop interesting posts that will appeal to our target audience and promote the blog using social media, direct email, and other methods to alert and expand our readership. You should be a skilled, tech-savvy writer who can create appealing, insightful posts that will reach and grow our audience.
- To succeed as a Blogger, you should be focused on generating and composing interesting content and

expanding your readership. You should be creative, adaptable, and analytical with excellent writing skills and a unique voice.

Job Description:

- Generating, researching, and pitching ideas for posts.
- Writing, editing, publishing, and promoting content.
- Promoting new posts using advertisements, emails, social media, and other methods to alert and attract new readers.
- Advocating and educating others about interests, products, or services.
- Maximizing site traffic by utilizing Search Engine Optimization keywords.
- Inviting other bloggers, experts, or other notable guests to contribute content to the webpage.
- Monitoring responses to posts via the website, social media, or other platforms to better understand the audience.
- Staying current on industry trends for possible opportunities to attract new readers or create stronger, more engaging content.

Qualifications:

- Bachelor's degree in English, Communications, Marketing, or related field.
- Writing experience or familiarity with certain interests or a specific field.
- Exceptional writing, research, and communication skills.
- Creativity and adaptability.
- - Strong understanding of the target audience and industry trends.
- Proficiency with computers, especially content management software, social media platforms, MS Office, and SEO keywords, basic understanding of HTML
- Ability to sit and type for extended periods.

➢ 8-Relationship Manager (Sales B2B)

Job Description

- Identify growth opportunities and potential deals within our market segments
- Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
- Focuses sales efforts by studying existing and potential volume of dealers
- Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
- Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.
- Provides historical records by maintaining records on area and customer sales.
- Experienced in (Recruitment & HR agencies - Insurance companies , Etc)

Qualifications:

- 3 Years of experience in Sales (B2B)
- Preferred to have a car.
- Males and females are welcome to apply.
- Good command of English.
- Presentable.
- Communication and presentation skills.
- Negotiation skills.
- Preferred to be familiar with selling a service.
-

➢ 9-Motion Graphic Designer

Job Requirements:

- 3 Years Experience
- Strong Adobe After Effects skills, ideally with demonstrable experience in motion graphics
- Strong Adobe Photoshop and Illustrator skills
- Strong creative thinking, exhibiting a range or varied styles and techniques
- Ability to create high-quality content from a loose or constrained brief with short deadlines
- Good understanding of video and DVD formats, compression techniques and format requirements/ constraints
- Interface design skills preferable
- Good 3D Studio Max or equivalent 3D package skills, including modeling, texturing and animation

- Adobe Premiere and Adobe Audition
- An artistic background with an extensive portfolio.
-

➢ 10-Business Instructor

Job Description:

- Teach classes with up to 25 students and for up to 25 hours of in class instruction per week
- Maintain positive rapport with all students and create a positive learning environment to adequately communicate lessons
- Enforce the student management and disciplinary policies of the Institute
- Participate in business curriculum development and planning with other Business Instructors and Curriculum Developers
- Coordinate with other Business Instructors and Curriculum Developers to integrate curricula and monitor student progress
- Perform clerical duties as required relating to textbooks, instructional supplies, student reports and records, attendance reports, and others
- Perform any other related duties as assigned

Qualifications:

- Bachelor's degree from a recognized university in finance, accounting, or another business-related subject is required. Master's degree is preferred
- Minimum 3 years of teaching experience in post-secondary, technical or vocational sector is required
- Minimum 2 to 3 years of relevant work experience in either accountancy, insurance or a small business sectors in a public or private company
- Non-native English speakers should present Academic IELTS 6.5 within three months of signing the offer
- Computer literacy (interactive whiteboards, projectors, Microsoft Office Suite and trainee information systems)
- Ability to work in a culturally diverse context, especially with a group of employees of various nationalities
-

➢ 11-CNS District Manager

Job Description:

- Achieve sales targets through a team of Product Specialist.
- Ensure implementation of sales plan for line- tracks, pushes and motivates sales team, reports & evaluates the progress and adjusts the plan when needed.
- Conduct regular meetings with the team to assess the performance and ensuring they are meeting their sales targets.
- Conduct monthly meetings with the entire team
- Conduct market and competitor analysis.
- Present feedback to the head.
- Interview, hire and develop candidates with a proven track record of sales success to build a highly productive sales team.
- Participating in setting the annual sales target.
- Allocate the sales targets in coordination with the team based on the geographic affinity for each product.
- Review them regularly and on quarterly basis to take corrective actions when needed.
-

Qualifications:

- Education: Pharmacy / Medicine / Veterinary/Science
- Year of Experience: 5 - 7 years including 1 years in a similar position (CNS)
- Gender: Any
- Age: Not more than 35
- Residency: Sohag or Assiut
-

➢ 12-IT Diploma Instructor

Job Description:

- Teach classes with up to 25 students and for up to 25 hours of in class instruction per week
- Maintain positive rapport with all students and create a positive learning environment to adequately communicate lessons
- Enforce the student management and disciplinary policies of the Institute

- Participate in Network Systems and Support curriculum development and planning with other IT Diploma Instructors and Curriculum Developers
- Coordinate with other IT Diploma Instructors and Curriculum Developers to integrate curricula and monitor student progress
- Teach IT Foundation
- Perform clerical duties as required, relating to textbooks, instructional supplies, student reports and records, attendance reports, and others
- Perform any other related duties as assigned
-

Qualifications:

- Bachelor's degree from a recognized university in computer science, computer engineering or IT related field. Master's degree is preferred
- Additional preference will be placed on candidates with Networking certificates (CCNA, Network+) or Systems certificates (MCSE / MSCA)
- Minimum 3 year of teaching experience in post-secondary, technical or vocational sector is required
- Minimum 2 to 3 years of relevant work experience in the IT industry in a public or private company
- Non-native English speakers should present Academic IELTS 6.5 within three months of signing the offer
- Computer literacy (interactive whiteboards, projectors, Microsoft Office Suite and trainee information systems)
- Ability to work in a culturally diverse context, especially with a group of employees of various nationalities
-

➢ 13-Senior UI web Developer

Job Description:

- Execute all visual design stages from concept to final hand-off to engineering
- Operates effectively as a member of the development team.
- Conceptualize original website design ideas that bring simplicity and user friendliness to complex roadblocks.
- Establish and promote design guidelines, best practices and standards.
-

Qualifications:

- B.A. degree in graphic design, or related field, or equivalent professional experience
- +5 years of professional experience in software graphic design.
- Experience in developing websites and/or web applications.
- Demonstrable graphic design skills with a strong portfolio
- Front-end and some back-end development experience. More important is the experience of seamless integration of front- to back-end functionality.
- Proficiency in HTML, CSS3 and JavaScript for rapid prototyping.
- Strong understanding of web design, including mobile and responsive landscapes
- Able to work well with a team, or as an individual
- Ability to work with minimal supervision and a history of taking initiative
- Ability to solve problems creatively and effectively
- Up-to-date with the latest Web trends, techniques and technologies
- Ability to multitask between multiple projects and clients
- Ability to work under pressure while maintaining a positive attitude
-

➢ 14-SEO Specialist

Job Description:

- Execute tests, collect and analyze data and results, identify trends and insights in order to achieve maximum ROI in paid search campaigns
- Track, report, and analyze website analytics and PPC initiatives and campaigns
- Manage campaign expenses, staying on budget, estimating monthly costs and reconciling discrepancies.
- Optimize copy and landing pages for search engine marketing
- Perform ongoing keyword discovery, expansion and optimization
- Research and implement search engine optimization recommendations
- Research and analyze competitor advertising links
- Develop and implement link building strategy
- Work with the development team to ensure SEO best practices are properly implemented on newly developed code

- Work with editorial and marketing teams to drive SEO in content creation and content programming
- Recommend changes to website architecture, content, linking and other factors to improve SEO positions for target keywords.
-

Qualifications:

- Experience: not less than 3 years
- Proven SEO experience
- Proven SEM experience managing PPC campaigns across Google, Yahoo and Bing.
- Solid understanding of performance marketing, conversion, and online customer acquisition
- In-depth experience with website analytics tools (e.g, Google Analytics, NetInsight, Omniture, WebTrends)
- Experience with bid management tools (e.g., Click Equations, Marin, Kenshoo, Search Ignite)
- Experience with A/B and multivariate experiments
- Working knowledge of HTML, CSS, and JavaScript development and constraints
- Knowledge of ranking factors and search engine algorithms
- Up-to-date with the latest trends and best practices in SEO and SEM
-

➢ 15-Mobile App Developer

Job Description:

- Discussing the client's requirements and the proposed solution with colleagues
- Developing application programming interfaces (APIs) to support mobile functionality
- keeping up to date with the terminology, concepts and best practices for coding mobile apps
- using and adapting existing web applications for apps
- working closely with colleagues to constantly innovate app functionality and design
- Collaborate with internal teams to develop functional mobile applications, while working in a fast-paced environment.
- Design and build the next generation of our mobile applications.
- Support the entire application lifecycle (concept, design, test, release and support)
- Produce fully functional mobile applications writing clean code
- Gather specific requirements and suggest solutions
- Write unit and UI tests to identify malfunctions
- Troubleshoot and debug to optimize performance
- Design interfaces to improve user experience
- Liaise with Product development team to plan new features
-

Qualifications:

- Experience: 3+ years of developing web portals is required.
- 1.5+ years of developing mobile web applications/Hybrid apps across devices.
- Education: A bachelor degree in computer science or any related field.
- TECHNICAL SKILS: Strong understanding of iOS, Android operating platforms.
- Experience in AngularJS Framework is a plus.
- Excellent programming skills in HTML5, CSS, JavaScript, REST, JSON specific for hybrid mobile application on various mobile platforms.
-

➢ 16-Senior Dot Net Web Developer

Job Description:

- Analyze and evaluate existing or proposed systems.
- Design solutions to process data, and provide integration with other systems or applications.
- Proactively identify, diagnose, and resolve potential and evident system problems. Top level escalation for troubleshooting support to other staff members.
- Design and apply new methods and procedures. Develop and test systems, programs, workflows, reports, and databases. Focus on efficiency and effectiveness.
- Analyze system requirements and prioritize tasks
- Write clean, testable code using .NET programming languages (mainly: C#, ASP.NET)
- Design, build, and maintain efficient, reusable, and reliable code
- Test and debug various .NET applications
- Review and refactor code
- Deploy fully functional applications
- Upgrade existing programs

- Support junior developers' work
-

Qualifications:

- B.Sc. Biomedical Engineering/ Computer Science, preferably in a computing-related discipline.
- +6 years' experience in software development field.
- Good understanding of Object Oriented Programming.
- Hands-on programming with C# .Net.
- Excellent knowledge of Relational Databases, SQL.
- Familiarity with the ASP.NET framework and design/architectural patterns (e.g. Model-View-Controller (MVC))
- Continuous learning as required for position.
- Must be capable of consuming and understanding existing code base.
- Be challenged by obstacles; good debugging and problem solving skills.
- Must be able to perform in a fast-paced interactive development environment.
-

➢ 17-Senior Graphic Designer

Job Description:

- - Social media designs (facebook, twitter, Google plus, Instagram)
- - blogs, ads designs
- - printing material designs (Corporate identity, flyers, brochures, banners, posters, rollups, popups, company profiles and booklets) job fairs designs.
- - able to design newsletters in HTML.
- - designing videos and motion graphic.
- - Meet with departments to establish visions and ideas for needed designs.
- - Select colors, images, textures, and shapes to create the layout.
- - Select the size and arrangement of the different elements.
- - Use computer software to create electronic versions of designs.
- - Employ color, type, illustration, photography, animation, and various print and layout techniques when designing project.
- - Design logos for products and businesses.
- - Develop signs and environmental graphics.
- - Create promotional displays, packaging, and marketing brochures.
- - Develop the layout and production design of magazine ads, newspaper ads, and other publications.
- - Collaborate with printers to select the type of paper and ink and follow up accordingly.
- - Submit rough drafts to clients/departments for approval.
- - Make required/needed changes to any drafts submitted.
- - Review all print materials upon receipt from print houses to assure utmost quality.
-

Qualifications:

- Experience: 5 years in Graphic and MONTION designing
- - Proficiency and creativity
- Experience in " - Adobe Photoshop
- - Adobe Illustrator
- - Adobe Indesign In Plus
- -Adobe Dreamweaver
- - Adobe After effect
- - Adobe Premiere Pro"
- - Strong understanding of design principles (color theory, typography, composition, vector art, etc.) - Solid communication skills and an ability to work within a team environment.
- - Strong organizational and time-management skills.
- - Proven graphic designing experience
-

➢ 18-Senior Software Graphic Designer

Job Description:

- Coordinates all administrative aspects of production, including preparing final designs for Presentation, checking and approving color, copy, text format separations, and scaling images for print production.
- Prepares layouts, designs, art work and formats for use in publication and /or exhibition design.
- Layout and scale photos, marking them for proper screen values for print reproduction.

- Designs, lays out, and produces artwork such as graphs, maps, charts, posters, signs and report covers.
- Organizes copy flow and maintains database/bibliographic/archival retrieval system of all references used in creation of published materials;

Qualifications:

- Bachelor's Degree in Fine Art Design, Marketing or related discipline
- 4+ years in professional commercial design, preferably with software graphic design.
- Extensive experience with Illustrator, Photoshop and InDesign, specifically with mockups, web design and multimedia presentation
- Familiarity with production and rendering methods, including drawing, offset printing, photography, interactive media
- Adaptive design eye and skill
- Excellent communication skills
- Creative thinking skills
-

➢ 19-Senior Software Tester

Job Description:

- Supervision of Software Testers
- Review of software requirements
- Preparation/review of test plans
- Preparation/review of test cases
- Execution of tests
- Reporting of defects
- Preparation of test reports

Qualifications:

- Experience: Minimum 3 years of experience
- Education: BC.S in Computer Science or a related discipline
- Certification(s): Preferred an ISTQB certified
- Special Course(s): Software test automation courses
- TECHNICAL SKILS: Familiar with SDLC, SQL, IIS,
- Languages: Arabic and English are mandatory (Spoken and writing).
- Competencies: Ability to organize and prioritize, ability to analyze and communicate, attention to details, open to learn new technologies
-

➢ 20-Team Leader Administration

Job Description:

- Stimulating continuous standardization and optimization of processes and organizational structures and implementing corresponding measures in consultation with the line manager.
- Implementing and ensuring an optimum exchange of information within the division and with the interfaces.
- Documenting efficient and effective processes in the company's internal IT systems (Web Application System)
- Organizing and implementing all administrative duties and the daily routine in the area of responsibility.
- Planning and managing internal and external dates (e.g. meetings, events and travel) in a forward-looking manner.
- Conducting general clerical tasks in the area of work.
- Implementing the efficient management of all administrative measures within the preloading and onboarding process in the area of responsibility including:
- Working towards having a superb working environment considering conducting frequent surveys to measure the employees satisfaction.
- Setting the company's administrative budget.
- Handling all contracts & bills related to the providers of the Mobiles, Medical Insurance, meals, transportation and any other benefits providers.
- Responsible for the logistics and all travel arrangements of the employees inside Egypt or abroad.
- Ensuring high cleaning standards in the administration building.
- Following up with purchasing team in all printed materials including business cards, brochures, handouts, boards.
- Regularly looking for more benefits leading to the employees' retention.
- Plan staff-related, issue-related and financial resources for the area of responsibility based on information

from subordinate areas. Ensure compliance with budget as approved by the executive board as well as initiate appropriate measures in case of imminent and assessed divergences in coordination with the superior.
- Direct and develop subordinate colleagues. Decide on staff-related targeted measures in accordance with the executive manager and HR.
- Performing any other additional tasks.

Qualifications:

- Bachelor degree in any relevant discipline.
- Excellent in English is a must.
- 3-5 years of experience in same title handling (Cleaning - Catering - Uniform - Medical and other benefits).
- SAP Experience is a plus.
- Strong Leadership and Communication skills.

TO APPLY FOR AND KNOW ABOUT THE NEW VACANCIES PLEASE VISIT THE COMPANY`S PAGE ON JOBZELLA

www.jobzella.com/jobzella/jobs

The School of Continuing Education (SCE)

at The American University in Cairo

he School of Continuing Education (SCE) at The American University in Cairo was established in 1924 to serve the community of Egypt. With 90 years of experience, SCE is able to offer high quality educational and skill development programs, as well as courses that attract learners of various nationalities and different walks of life. SCE provides certificate programs, noncredit term-length courses and variable-length, customized courses to fulfill the continuing education needs of individuals and organizations in Egypt and the Middle East. To fulfill the diverse needs of the community, SCE offers a broad array of professional educational certificates and stand-alone courses.

Company Website: http://schools.aucegypt.edu/sce

Working Hours: 9:00 am - 3:00 pm

Address: 24 El Falaki Street-Bab El Louk-P.O. Box 2511 -Cairo 11511, Egypt

Telephone: 16723

Fax: 20.2.2792.2643

E-mail: sce@aucegypt.edu

Vacancies:

- **All vacancies will be announced through SCE representatives in the Job fair.**

TO APPLY FOR AND KNOW ABOUT THE NEW VACANCIES PLEASE VISIT THE COMPANY`S PAGE ON JOBZELLA

www.jobzella.com/auc.sce/courses

OTO English

Established in 2016, OTO English is an Egyptian online digital learning platform that provides a wide range of specialized and general "One to One" courses.

More than 100,000 hours taught online

Almost 5,000 Students

More than 50 instructors

More than 7 countries

OTO Courses aims to bridge the gap between traditional learning and what the labor market needs..

Company Website: www.otocourses.com

Working Hours: 8 AM – 2 AM

Address: Cairo, Egypt - Maadi, El Lasilki Street

Telephone: +20 1118 1919 15 - +20 1000 264 064

E-mail: hiring@otocourses.com – info@otocourses.com

Vacancies:

➢ **1-English Teachers**

Job Description:

- English teacher able to use online platforms to teach a variety of courses designed mainly for adult learners "

Requirements:

1- Full mastery of English (spoken and written)

2- Academic certificate of English/English teaching (e.g. BA, TEFL, FELT, SELT, CELTA.. etc)

3- Previous teaching experience

4- Commitment and strong work ethics

5- Ability to use internet platforms and communication apps 6- A clear American/ British accent is a plus 6- Online teaching experience is a plus 7- Knowledge of teaching ESP and EPTs is a plus.

TO APPLY FOR AND KNOW ABOUT THE NEW VACANCIES PLEASE VISIT THE COMPANY`S PAGE ON JOBZELLA

www.jobzella.com/otocourses/jobs

YAT Learning Centers

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Company Website: https://www.yatlearning.com/Front/English/Global/Home.aspx

Working Hours: 8 AM – 2 AM

Address: Cairo, Egypt - Maadi, El Lasilki Street

Telephone: +20 1118 1919 15 - +20 1000 264 064

E-mail: hiring@otocourses.com – info@otocourses.com

Vacancies:

➢ 1-Customer Service Agent

- Responsibilities:
- Receiving and processing customer requests.
- Answering calls from Customers.
- Successful candidate should be able to handle all customers inquiries received timely and professionally.
- Understanding customers' needs and identifying their problems.
- Ensure customers satisfaction.
- Qualifications:
- Age: 21-25.
- Cairo , giza , 6oct.
- Daily 8 work hours.
- Good communication & presentation skills.
- Flexible & Eager to learn.
- Good command of English.
- Good command of using MS Office.
- Males & Females.

➢ 2-Corporate Sales Specialist

- Responsibilities:
- Gathering Competitors and customer information.
- Maintaining and developing relationships with existing & new customers via telephone calls / emails / customer meetings.
- Gaining a clear understanding of customers' businesses and requirements to meet their expectations.
- Reviewing your own sales performance, aiming to meet or exceed targets.
- Closing deals with customers.
- Qualifications:
- Having experience in sales or marketing or customer care.
- Strong communication & negotiation skills are essential.
- Able to build a relationship with the customers.
- Able to research the market and the related products.
- Problem Solving, Product Knowledge, Selling to Customer Needs.
- Very good English
- Hard worker

➢ 3-Web Design Trainer / Instructor

- Responsibilities:
- Responsible for training individuals.
- Develop & maintains positive relationships with students in order to monitor & resolve students concerns.
- Qualifications:
- Have a bachelor's degree.
- Must be Adobe Certified

- Adobe Photoshop, Adobe Illustrator , Adobe InDesign ,Adobe Dream weaver
- Preferred to Provide extra assistance to students with special needs, such as Especially those with hearing or visual disabilities
- Presentation Skills
- Written Communication
- Technical Leadership
- Presenting Technical Information,
- Self-Confidence
- Dealing with Complexity
- Job Type Based on Project .
-

➢ **4-E-Marketing Trainer / Instructor**

- Responsibilities:
- Responsible for training individuals.
- Develop & maintains positive relationships with students in order to monitor & resolve students concerns.
- Qualifications:
- Have a bachelor's degree.
- Preferred to Provide extra assistance to students with special needs, such as Especially those with hearing or visual disabilities
- Years of Experience 2 to 5 years.
- Presentation Skills
- Written Communication
- Technical Leadership
- Presenting Technical Information,
- Self-Confidence
- Dealing with Complexity
- Job Type Based on Project .

➢ **5-Mobile Maintenance Instructor - Electronic Boards**

- Responsibilities:
- Responsible for training individuals.
- Develop & maintains positive relationships with students in order to monitor & resolve students concerns.
- Qualifications:
- Provide extra assistance to students with special needs, such as Especially those with hearing or visual disabilities
- Strong communication, presentation and organizational skills.
- Must be Microsoft certified.
- Have a bachelor's degree
- Dynamic and creative approach to training.
- Character & Could Cope With Large Groups Of Audience..
- Years of Experience 2 to 3 years.
- Presentation Skills
- Written Communication
- Self-Development
- Self-Confidence
- Dealing with Complexity
- Job Type Based on Project

➢ **6-English Instructor & Trainer**

TO APPLY FOR AND KNOW ABOUT THE NEW VACANCIES PLEASE VISIT THE COMPANY`S PAGE ON JOBZELLA

www.jobzella.com/yat/jobs

Agility Logistics

Facilitate Trade: Agility Global Integrated Logistics works with companies to move, manage and distribute the goods that underpin global commerce. Agility GIL offers air, ocean and road freight forwarding, warehousing, distribution, and specialized services in project logistics, fairs and events, and chemicals. Agility's solutions are powered by industry-leading technology.

Create Access in Emerging Markets: Agility has a diverse portfolio of businesses that build trade infrastructure in emerging markets. Agility is developing logistics and industrial parks across the Middle East and Africa. Trading under their own brand names, Agility's other subsidiaries offer fuel logistics, airport and ground-handling services, commercial real estate development, remote camp services, and customs modernization.

Company Website: https://www.agility.com/en/homepage/

Working Hours: 9:00 am to 5:00 pm

Vacancies:

➢ 1-IT Help desk

Job Description:

Provide first & second line support for Agility Egypt IT services users, maintain the IT services availability at its max via close systems monitoring, tracking any incidents once raised and provide permanent fix for the problems, provide advice for users about how to use the IT services effectively, maintain data backups and apply security regulations as per the company policies, maintain IT infrastructure and do schedule checks to guarantee IT services efficiency and effectiveness.

Qualifications

- 1-3 years of experience in a similar position

➢ 2-Sales Support

Job Description:

ales support associates with providing administrative assistance to a company's sales department and to assigned group of Sales Executives and Key Account Managers, ensuring that all of their assigned customers are served with the highest level of support.

Qualifications

- 1-2 years of experience, Air and Ocean operational knowledge

➢ 3-Senior Sales Executive

Job Description:

Responsible for maintaining cross and up sales & identifying business opportunities to develop new accounts. As well negotiating with the accounts as per price guidelines given, and always looking to maximize profits.

Qualifications

- 3-4 years of experience, Air and Ocean Operational knowledge

➢ 4-CEO Business Support

➢ 5-Performance Management

TO APPLY FOR AND KNOW ABOUT THE NEW VACANCIES PLEASE VISIT THE COMPANY`S PAGE ON JOBZELLA

www.jobzella.com/agility/jobs

Alandalous

Alandalous now is One of the market leader pharmaceutical companies in Egypt with the highest growth level which serves many therapeutic areas. The company was established in 2001 with 4 regional offices that serves all over Egypt. Our first product was in December 2004 which followed by 90 products till now.

Our Vision

Seeking to gain a profound effective and leading role within our selected physicians segments by offering total quality medication that would serve their vital needs.

Our Mission

Leading the market in all the selected therapeutic areas we serve, by offering value added products portfolios at optimum price in addition to premium quality, and provide information's and medical services to our customers that maximize The Customer-Defined value.

Our Objectives

Developing value added products through:

Defining unmet customer needs by selecting and marketing recent molecules of medicines to provide innovative products that help in preventing and curing diseases.

Focusing on producing High Quality products in an international standard.

Maintaining a high quality medication with proper price..

Company Website: www.alandalous.org

Working Hours: 8 H daily/ 2 days off per week

Address: Villa 52, 104 St. from Al Etihad Square Hadayek El-Maadi I Cairo I Egypt.

Phone: (+202) 25275508 / 9

Fax: (+202) 25275506

Email: career@alandalous.org

Vacancies:

- **All vacancies will be announced through Alandalous representatives in the Job fair.**

TO APPLY FOR AND KNOW ABOUT THE NEW VACANCIES PLEASE VISIT THE COMPANY`S PAGE ON JOBZELLA

www.jobzella.com/alandalousmedical/jobs

Arab Bank PLC

We owe our success to the thousands of highly qualified professionals around the world who constitute the backbone of our institution. Arab Bank is an equal opportunity employer. Arab Bank PLC employs around 6700 employees worldwide, coming from various backgrounds and ethnic origins. Women constitute around 37% of Arab Bank PLC's community worldwide. While we consider diversity as our strength, we also place strong emphasis on the educational qualifications of our professionals. Approximately 77% of our staff holds a graduate and postgraduate university degree, creating a highly professional work environment for our clients' comfort.

Why Join Us?

We offer numerous training and educational opportunities for our employees, where 1086 training courses and 5075 e-learning sessions were offered during the year 2017, constituting 9,294 training hours with a total number of 34598 trainees.

In addition to the regular training courses offered by the Bank throughout the year, Arab Bank is considered a market leader in introducing special talent management programs targeting both, fresh graduates as well as existing high performing staff, such as the strategic program of Ruwad "Pioneers", which aims at selecting best pool of talents among fresh graduates locally & abroad, training & developing them. These prospects will go through an intensive 3 – 4 months theoretical and practical training programs, covering various technical banking courses & individual development programs. Our aim is to attract, retain and promote development prospects from within.

Company Website: WWW.ARABBANK.COM.EG

E-mail: HR@ArabBank.com.eg

Vacancies:

➢ 1-Customer Relationship Officer – CRO

Job Description:

Marketing bank's product and services through direct and cross selling to achieve branch goals and increase customer base & revenue.

Qualifications

- 1-2 years of experience, Air and Ocean operational knowledge

➢ 2-Branch Manager – BM

Job Description:

Achieving branch sales & service quality targets as per the annual budget set & agreed with Retail Banking Management. Developing a business plan for the branch in line with Retail Management objectives.

Qualifications

- Minimum 8 years experience in banking.

➢ 3-Senior Customer Relationship Officer – SCRO

Job Description:

Marketing bank's products and services through direct and cross selling to achieve branch goals and increase customer base and revenues.

Qualifications

- Minimum 5 year of experience in banking

➢ 4-Operations Manager – OM

Job Description:

Ensuring that operations & control procedures applied in the branch adhere to P&P's guidelines, operations control, compliance, regulations, audit requirements, internal and external reporting obligations.

Qualifications

- Minimum 6 year of experience in banking.

➢ 5-Senior Customer Service Officer – SCSO

Job Description:
Providing accurate, quick & high quality service beyond customer's expectations.

Qualifications

- Minimum 4 year of experience in banking

➢ 6-(Customer Service Officer) -(CSO (Teller)/ Customer Information Officer) -(CIO)/ Customer Care Center Representative)

Qualifications

- Fresh Graduates

➢ 7-Premium Relationship Officer

Job Description:
Achieve sales targets in line with best practice standards of services and acting as a "Trusted Advisor" to the Premium clients..

Qualifications

- Min. 2-4 years in relationship management and sales

➢ 8-PMO Manager

Job Description:

Project Assurance and support to Program Management Officers in the executive of the PMO tasks. Support and develop the delivery/recovery for Strategic projects under the direction and support of the PMO head.

Qualifications

- Education: Internationally recognized project management certification (e.g. PMP, MSP, APM, PRINCE2 or equivalent). Minimum Experience: 5 to 7 years experience of the delivery of projects across a range of Banking Functions ranging from Business to IT projects)

➢ 9-Applications Specialist

Job Description:

Coordinating systems analysis and applications development activities. Configuring software to meet design specifications and developing implementation plans

Qualifications

- 6-8 years experience in IT development

➢ 10-Compliance Officer

Job Description:
Developing country or line of business specific procedures, in alignment with Head Office policies and guidelines. Assisting in reviewing new products and services to ensure that all regulatory rules and guidelines are reflected in the policies and procedures.

Qualifications

- Minimum 3-5 year of experience in banking

➢ 11-Large Corporate RM

Qualifications

- 6 to 10 years of experience in Corporate

➢ 12-SME Corporate RM

Qualifications

- 5 to 8 years of experience in Corporate

➢ 13-Credit Review Manager

Job Description
Reviewing and evaluating credit packages submitted by corporate

Qualifications

From 6 – 10 years of credit banking experience

➢ 14-Job Title: Credit Analyst

Job Description
Reviewing and evaluating credit packages submitted by corporate

Qualifications
From 6 – 8 years of credit banking experience

➢ 15-Legal Council

Qualifications

- From 5 to 10 years of relevant banking experience

TO APPLY FOR AND KNOW ABOUT THE NEW VACANCIES PLEASE VISIT THE COMPANY`S PAGE ON JOBZELLA

www.jobzella.com/arab.bank/jobs

Beyond Solution

Our experience in the Medical Insurance sector helped us realize that there's a lot of work needed to spread the Medical Insurance awareness, develop new tools and programs, satisfy the needs of the market and deliver a passionate service to the insured members.

Our Mission

Changing the way Medical Insurance services are promoted and delivered through providing insurance companies and clients with reliable, facts driven, and passionate services and solutions, always in a scientific manner.

Our Solutions

We provide consultancy services and support to our clients in order to choose the best medical insurance products scientifically. We also help them create a healthy medical insurance scheme that last more than the contractual year.

We develop new programs to reach out to new populations and help them get covered. As for the he SMEs programs in which we have designed new programs to help all companies whose size is below 50 employees to get covered with unique benefits, innovative direct service, and at an affordable premium.

We extensively use innovative tools as the "Get Covered" module which helps our clients design their own Medical Insurance scheme in an easy, simple and step wise approach.

We deliver passionate customer support services to our clients that include;

- Dedicated accounts management.
- Monitoring KPIs.
- Orientation sessions.
- Service level review meetings.
- Utilization data monitoring, review and management.

We always go the extra mile BEYOND the standard contract, service level agreements and expectations..

Company Website: www.beyond-solution.com

Working Hours: 9:00 AM TO 5:00 PM & 2 Day off

Address: 5,256 street behind Grand Mall Maadi

Telephone: 01018834222

E-mail: Mohamed.saied@beyond-solution.com

Vacancies:

➢ **1-Technical Lead Software Developer**

Years of Experience: 8-10,

➢ **2-Senior Software Developer .Net**

Years of Experience: 5-7,

➢ **3-Senior Mobile Developer Cross Platform**

Years of Experience: 5-7,

- **4-Business Development**

Years of Experience: 2-3,

- **5-Corporate Sales Medical Insurance**

Years of Experience: 8-10,

- **6-Tele Sales Agent**

Years of Experience: 8-10,

- **7-Account Executive - Medical Insurance**

Years of Experience: 8-10,

- **7-Account Manager – Medical Insurance**

Years of Experience: 8-10,

- **9-Customer Support Agent**

Years of Experience: 8-10,

- **10-Senior Marketing Specialist**

Years of Experience: 8-10,

- **11-Graphic Designer**

Years of Experience: 8-10,

- **12-Process Writer**

Years of Experience: 8-10,

- **13-Senior Operation Executive General & Motor Insurance**

Years of Experience: 8-10,

Paid Internship Programs in below Fields

- **1. Software Developers Web / Mob**
- **2. Sales**
- **3. Marketing**
- **4. Customer Service**

TO APPLY FOR AND KNOW ABOUT THE NEW VACANCIES PLEASE VISIT THE COMPANY`S PAGE ON JOBZELLA

www.jobzella.com/beyondsolution/jobs

Convergys

We're a company like no other. We are fanatical about our staff and are constantly helping them grow and achieve their career goals.

Company Overview

Convergys is now part of Concentrix. In a world full of average, we stand out. We believe experience is everything.

Period.

To achieve outstanding results, we're disrupting the market by being absolutely obsessed with making our clients' businesses better. We bring together the brightest and most creative minds in business, cutting-edge technology solutions, proven design thinking expertise and exceptional customer experience centers. Our clients notice the difference too… in increased customer loyalty, improved business performance and differentiation in their markets.

As a diverse, global organization, we have unconventionally fresh ideas and deliver extraordinary customer experiences for more than 450 of the world's best brands.

Concentrix. A passionate company powered by passionate people.

Company Website: www.convergys.com

Working Hours: 24 Hours

Address: 6 of October

Telephone: 010 257 66622

E-mail: cai.recruitment@convergys.com

Vacancies:

➢ **1-Offshore Account Advisor**

➢ **2-Call Center Agent**

Qualifications:

- Fluent or Native Languages Speaker (German – French – Spanish – Italian – Hebrew – Russian – Greek Czech)
- Language Profile (B2-C1)

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www.jobzella.com/convergys/jobs

Dar Elhamd

Dar Elhamd founded in 2004 with a strong and highly experienced team in the field of sales and now it's one of the leading distributors in the field of industrial tools with strong combinations of different machines and tools from many countries such as UK, India, Taiwan, and China.

Company Website: www.darelhamd-eg.com

Working Hours: 9:00 AM : 5:00 PM

Address: 15 Bostan Eldekka, Emad Eldin St., elgomhoria, Downtown, Cairo, Egypt

Telephone: 0225918520

Fax: 0225918524

E-mail: jobs@darelhamd-eg.com

Vacancies:

➢ **1-Sales Engineer**

Job Description:

- Establishing new, and maintaining existing, relationships with customers
- Calculating client quotations
- Negotiating and closing sales by agreeing terms and conditions
- Offering after-sales support services
- Analyzing costs and sales
- Preparing reports for head office
- Supporting marketing by attending trade shows, conferences and other marketing events
- Searching for new clients who could benefit from your products in a designated region
- Serves customers by identifying their needs; engineering adaptations of products, equipment
- Willingness to travel

Qualifications:

- 1:3 years of experience
- Proven work experience as a Sales Engineer
- Excellent written and verbal communication skills
- Excellent presentation and creativity skills.
- Mechanical or electrical or production engineering preferred

TO APPLY FOR AND KNOW ABOUT THE NEW VACANCIES PLEASE VISIT THE COMPANY`S PAGE ON JOBZELLA

www.jobzella.com/dar.elhamd/jobs

ECS (Enterprise Consultancy Services)

ECS is a leading provider of technology and business consulting services. A strategic partner of ECS is SAP – The world market leader for enterprise applications, analytics and mobile solutions. We have successfully delivered SAP implementation projects in Egypt and KSA's largest companies. Our team has an average of 25 years of technology and business experience and a strong history in SAP implementations, this expertise helped us deliver what customers dreamed of and will enable us to further capitalize their growth.

Company Website: www.ecs-co.com

Working Hours: 8 AM till 5 PM

Address: 111 Farid Semeka Street, Heliopolis.

Telephone: +202 27 746 165

Fax: +202 27 746 165

E-mail: Hr@ecs-co.com

Vacancies:

➢ 1-Junior Implementer

Job Description:

We hold responsibility to our junior implementer's learning and education. Our juniors have FREE access to all our ECS's academy material, classes and trainers. Once juniors prove they are ready, they start applying their learning through real job experience. This includes:

- Assisting consultants and customers in configuring and setting up SAP software applications.
- Accepting, acknowledging and resolving existing customer's incidents.
- Co-managing one's own Learning Portfolio and development plan.

Qualifications:

- Those with passion for Learning and Innovation, and basic knowledge in ERP and systems thinking.
- Bachelors in Computer science, Computer engineering, Business Informatics or a closely related major.
- 0-2 Years of Experience.

➢ 2-SAP Consultant.

Job Description:

- Evaluates the demands in talking with the customer's representatives, transforms the essence into an abstract and algorithmic business model, identifies the use cases and transforms them into logical and technical views, customize the respective business area and making sure the system reacts in the manner according to the constraints of the requested use case..

Qualifications:

- -3 years of experience.
- Bachelor degree in Computer science, computer engineering, business informatics, or a closely related field.
- Must be certified associate..

➢ 3-Accountant.

Qualifications:

- Bachelor Degree in Accounting, Business Administration or a closely related field.
- 2-4 Years of Experience. (less experienced candidates are welcomed to apply as well)
- Excellent Command of written and spoken English Language.
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology…

➢ 4-Marketing coordinator.

Qualifications:

- Manage and develop the content of our corporate website and subsidiary sites to ensure that they are current, dynamic, and relevant.
- Create and manage marketing campaigns on multiple digital and social media platforms to boost revenue for company products.
- Write, execute, and deploy email marketing campaigns.
- Campaigns might include email and search engine optimization (SEO) and marketing (SEM) strategies.
- Create and implement marketing/media plans that include print, online, tradeshows and corporate events
- Create concepts and Develop ideas for creative marketing campaigns, white papers and other content.
- Work with creative agency to come up with branding ideas, advertising copy, graphic designs, and other marketing materials.
- Coordinate and organize tradeshow arrangements and corporate events.
- Write and concept advertorials and press releases….

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www.jobzella.com/hrecs/jobs

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egabi SOLUTIONS

Digital Transformation

- Mobility Solutions
- Cloud Offerings & Services
- Data visualisation
- IOT
- Blockchain Use Cases
- Applications Platform

Development

Product Implementation

Technology Services

Training Programs

Competitive Salary

Friendly Environment

egabi solutions

egabi Solutions; founded in 1999 under the name of BSD (Banking Systems Development), where it rapidly gained momentum as a software enterprise solutions and services firm. By the end of 2006, BSD evolved into egabi Group by infusing fresh capital and expanding the management team. egabi possesses an extensive portfolio of offerings through its diversified solutions and learning services focusing on Banking sector, Government & Public sector, Telecom and Large Enterprises. Through its head quarter in Cairo and branches in Gulf & Saudi; egabi has succeeded in building and maintaining a strong and stable digital environment for corporates across the Middle East, Levant and Africa, leveraging its legacy of years in bespoke Development and packaged product Implementation (ERP, ECM, EPM, CRM), in addition to a wide range of Technology Services (Infrastructure DB, DWH, Testing). With a solid track record of successful references, highly qualified & energetic team and a robust yet dynamic corporate culture & organization, egabi is actively supporting our business partners in their digital transformation journey by offering innovative building blocks as Mobility Solutions, Cloud Offerings & Services, Data visualization (End to End), Applied Technology Solutions (IOT), Blockchain Use Cases and Applications Platform (Angular).All above solutions offerings are enriched by a comprehensive adoption of Training Programs to business users and IT professionals supported with SLAs and long term operational maintenance contracts..

Company Website: www.egabi.com

Working Hours: 8

Address: Building 1, Zone Y 25 Asmaa Fahmy St., Heliopolis – Cairo, Egypt

Telephone: 26909675-8

E-mail: career@egabi.com

Vacancies:

➢ 1-Senior Microsoft Developer

Job Qualifications:

- Education: Computer Science /Engineering
- Skills: Knowledge of relevant programming; OOP, C#, REST APIs, Angular, ASP.NET, Entity Framework, MS SQL Server Development, HTML, CSS, Jquery, SOAP Web Services
- Additional Preferred Knowledge: SharePoint Development, ASP.NET MVC, ASP.NET Core, Database Administration, Xamarin
- Fluent English
- Willing to travel for short and long periods

➢ 2-Software Business Analyst

Job Qualifications:

- Education: Computer Science / Electrical Engineering (computer department)
- Skills: Technical experience in software development / implementation / Testing
- Strong knowledge about Microsoft office tools
- Good knowledge about Business process management concept
- Solid understanding of software development life cycle
- Technical writing skills
- Awareness of business process modeling (BPMN) using tools like (Visio, Oracle BPM, ARIS …etc.)
- Experience with scrum methodology is a plus
- Fluent English
- Willing to travel for short and long periods

➢ 3-Datastage Developer

Job Qualifications:

- Education: Computer science /Business Administration/Business Informatics

- Skills: Knowledge of relevant programming language, Data Stage
- Additional Preferred Knowledge: ODI (Oracle Data Integration), OBI (Oracle Business Intelligence) is a plus
- Fluent English
- Willing to travel for short and long periods

➢ 4-Senior Android Developer

Job Qualifications

- Education: Computer science/ Engineering (computer department)
- Skills: Knowledge of relevant programming language, Android
- IOS is a plus, Xamarin is a plus
- Fluent English
- Willing to travel for short and long periods

➢ 5-Senior IOS Developer

Job Qualifications:

- Education: Computer science
- Skills: Knowledge of relevant programming language, IOS
- Android is a plus, Xamarin is a plus
- Fluent English
- Willing to travel for short and long periods

➢ 6-UI/UX Developer (Front End)

Job Qualifications:

- Education: Computer science/Engineering (computer department).
- Skills: Hands-on experience in HTML, CSS and Bootstrap for rapid prototyping
- Hands-on experience in responsive design.
- Ability to troubleshoot and diagnose issues related to ui issues .
- Ability to troubleshoot cross browser compatibilit.
- Hands-on experience in Photoshop, Illustrator or other visual design and wire-framing tools
- Excellent visual design skills with sensitivity to user-system interaction
- Produce HTML from design comps, ensuring exceptionally high quality.
- Work with Java developers to sync for the Applications UI development.
- Designs and develops prototypes and technical proof of concept
- HTML5, JavaScript,JQuery CSS3, and related technologies in the context of interactive web applications
- (Preferred) Knowledge with JSF-based web applications built using Oracle ADF
- Willing to travel for short and long periods

➢ 7-Senior Java Developer

Job Qualifications:

- Education: Computer science Skills: Strong skill set with the following technologies: Java, J2EE, J2SE, ADF, JSF, struts, Web services, Oracle SOA is a plus, BPEL is a plus, BPM is a plus, Web Center portal is a plus, EJB is a plus, JPA is a plus
- Willing to travel for short and long periods

TO APPLY FOR AND KNOW ABOUT THE NEW VACANCIES PLEASE VISIT THE COMPANY`S PAGE ON JOBZELLA

www.jobzella.com/egabisolutions/jobs

EgyCham (Egyptian Chamber of Human Resources Management)

A leading organization in the field of business started its work in 2011 , located in Dubai & Cairo

Our Services:

1-Consultation ,

2-Training , and Recruitment

The idea has been started by noticing that most of charity foundations in our Arabic countries care about giving the fish without caring about educating people how to catch it!

We care about

Publishing the work culture

Filling the gaps between what people learn in college and the work market needs

Enabling our Arabic companies and foundations to be qualified to apply the definitions of the modern management

Publishing the culture of investment in people's mind

Create a good relationship between the work

Our Message

Reduce the Gap between Reality and Expectations of our partners and reach a High Level of Quality and Profitability and Increase Productivity and Customer Satisfaction.

Company Website: www.egy-cham.org

Working Hours: 10 am – 6 pm except Friday

Address: 4 AlTayaran street, Bank Misr building, 8th Floor

Telephone: 0224043220 - 01023336889

E-mail: rec@egycham.com

Vacancies:

➢ Corporate Sales Executive

Job Qualifications:

- Achieving aggressive monthly targets such as number of qualified opportunities per campaign, number of daily activities/tasks, call quality, appointment setting and sales skills.
- Marketing, promoting and profitably selling services to existing and potential customers.
- Responds to inquiries via live chat, email, incoming and outbound calls.
- Consistently meeting in person with their target buyers, include extensive presentations, attendance at potential customers premises
- Scanning new areas to gain new clients Scheduling regular visits and calls for existing clients Selling new programs, Closing deals and follow up
- Issuing sales report and client reports regularly to direct manager Maintaining a good relationship with existing and potential customers
- Maintains a high level of attention to detail managing all respective sales activities (notes, follow-ups, emails, call logs) within Simplicity's CRM tool.
- Attract new customers by direct sales
- Identifies, qualifies and cultivates new sales opportunities through multiple mediums (email, phone, and inbound website leads)

Qualifications:

- Excellent communication and sales skills
- 3-5 years' experience in Sales
- Fluent in English "Speaking and Writing"
- For More Job Vacancies "Sales Representative, HR Manager,….." Check EgyCham Account on Jobzella

Website
- Excellent communication and sales skills
- 3-5 years' experience in Sales
- Fluent in English "Speaking and Writing"
- For More Job Vacancies "Sales Representative, HR Manager,……" Check EgyCham Account on Jobzella Website
- Awareness of business process modeling (BPMN) using tools like (Visio, Oracle BPM, ARIS …etc.)
- Experience with scrum methodology is a plus
- Fluent English
- Willing to travel for short and long periods

TO APPLY FOR AND KNOW ABOUT THE NEW VACANCIES PLEASE VISIT THE COMPANY`S PAGE ON JOBZELLA

www.jobzella.com/egycham/jobs

Europcar Egypt

Europcar is one of the world's leading and largest car rental company of European origin representing an extensive network around 2900 locations in 130 different countries.

Europcar Egypt was established in Dec 2006 and it's under Unlimited Tours S.A.E. We are a leading car rental company in Egypt in terms of market share.

Europcar Egypt offers a wide range of services through-out its network covering major cities and airports all across Egypt.

Europcar owns the largest car rental fleet around 1200 operating vehicles and increasing annually.

Company Website: https://www.europcar.com.eg/

Working Hours: From 9 AM to 5PM

Address: 14 Sheraton Buildings, Area 9, Heliopolis, Cairo - Egypt

Telephone: 19348

Vacancies:

➢ **1-Retail Representative**

Job Description:

- Handling and managing daily bookings.
- Identify customers, review and ensure a complete understanding of rental parameters. (Reservation, Vehicle Type, Rate, Rental dates and time).
- Responsible for providing the highest quality of customer service by answering customers' questions and provide assistance based on each customer needs and requests and ensure a smooth rental experience.
- Prepare and collect all needed documents for rental agreement opening.
- Make sure the system is up to date. Assure proper documentation as per law and company policies

Qualifications:

- Presentable Male
- Previous experience in the customer service.
- Flexible with working hours and locations
- Very good English and communication skills

➢ 2-Corporate account executive

Job Description:

- Follow up new orders from vehicle order signature date till delivery date.
- Prepare all documentation of vehicles for delivery
- Conduct regular communications and meetings with existing customers and present our operational guidelines to new customers
- Follow up on vehicles in major maintenance and accidents
- Find solutions to problems that exist during the contract.
- Ability to take accurate decisions that insures high quality service with firm control on cost.
- Follow-up due payments with customers.

Qualifications:

- -2 years of experience in the same position or in customer service.
- Very good English skills with good Microsoft office skills
- Customer oriented
- Very good communication and negotiation skills

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www.jobzella.com/europcar/jobs

Flyin Company

Company Website: www.flyin.com/

Working Hours: 9 Hrs

Address: 53,El-Jazeera Tower Corniche – El-Maadi - Cairo

Telephone: 02-25262775 – 02-25242549

Fax: 02-25242562

E-mail: egcareers@flyin.com

Vacancies:

➢ 1-Sales Support Representative

Job Description:

- Manage large amounts of inbound and outbound calls in a timely manner.
- Follow communication "scripts" when handling different topics.
- Identify customers' needs, clarify information, research every issue and provide solutions and/or alternatives.
- Seize opportunities to upsell products when they arise.
- Build sustainable relationships and engage customers by taking the extra mile.
- Keep records of all conversations in our call center database in a comprehensible way.
- Frequently attend educational seminars to improve knowledge and performance level.
- Meet personal/team qualitative and quantitative targets.

Qualifications:

- At least 6 months experience in a customer support role.
- Bachelor's degree or equivalent combination of education and experience.
- Familiarity with CRM systems and practices.
- Excellent English.
- GDS Background is a plus.
- Must have excellent organization and communication skills.
- Must be energetic, enthusiastic, comfortable speaking with people and have a strong telephone presence.
- Must possess excellent computer skills.
- Max age 30.

➢ 2-Team Leader

Job Description:

- Create an inspiring team environment with an open communication culture.
- Set clear team goals.
- Delegate tasks and set deadlines.
- Oversee day-to-day operation.
- Monitor team performance and report on metrics.
- Motivate team members.
- Discover training needs and provide coaching.
- Listen to team members' feedback and resolve any issues or conflicts.
- Recognize high performance and reward accomplishments.
- Encourage creativity and risk-taking.
- Suggest and organize team building activities..

Qualifications:

- Proven work experience as a team leader or supervisor.
- GDS Experience is a must.
- Excellent travel background.
- In-depth knowledge of Call center metrics.
- Good PC skills, especially MS Excel.
- Excellent communication and leadership skills.
- Organizational and time-management skills.
- Decision-making skills.
- Degree in Management or training in team leading is a plus.
- Max age 30.

TO APPLY FOR AND KNOW ABOUT THE NEW VACANCIES PLEASE VISIT THE COMPANY`S PAGE ON JOBZELLA

www.jobzella.com/flyin.com/jobs

Global Napi Pharmaceuticals

Global NAPI Pharmaceuticals (GNP) was established as a private investment Company in 1997. Since that time ,with a dramatic progress and respected Presence in the pharmaceuticals market ,GNP not only introduced to the Egyptian market its own branded generic formulations , but also established several license agreements with multinational pharmaceutical

GNP products are covering a wide range of therapeutic areas, with almost 100 GNP brand names in tablets , capsules, solutions ,syrups ,ointments, creams, gels ,and suppositories forms .some of the local brands are market leader in their class.GNP is ranked No .9 within the pharmaceutical companies by 2017.

Company Website: www.globalnapi.com

Working Hours: 9 Hrs

Address: 207 Ramses St ,Cairo

Telephone: (20-2)25888001-2-3-4

Fax: (20-2)25888006

Vacancies:

➢ **Medical Representative**

Qualifications:

- pharmacist, Vet , age not more than 28 years, all Governorates, male or female , fresh or experience
- Suggest and organize team building activities..

TO APPLY FOR AND KNOW ABOUT THE NEW VACANCIES PLEASE VISIT THE COMPANY`S PAGE ON JOBZELLA

www.jobzella.com/globalnapi

Go Hire Egypt

Go Hire Egypt is a pioneering Human Capital Management (HCM) solutions company that provides manpower sourcing services for organizations across the globe. The company offers recruitment and placement solutions for companies seeking to find high-performance individuals and possibly the most qualified professionals from the Egypt and across the Region. These services are provided using cutting-edge technology, a committed team, and revitalized processes that:

Reduces the time for sourcing candidates for recruitment;

Improves the efficiency of the recruitment and placement processes; and

Reduces the clutter of unqualified candidates that enter the recruitment pipeline by providing re-screening and pre-screening facilities

SERVICES WE PROVIDE:

We recruit candidates under the parameters set forth by our clients.

We conduct meticulous screening of candidates (Licenses, background, references and credentials).

We work with candidates and clients to ensure that the recruiting process is conducted as smooth as possible.

Since our service lends itself so well to your type of business and because we understand the challenges that you face in the recruitment of qualified personnel, Go Hire Egypt would like to offer its experience, knowledge & commitment to deliver the services and people that you need – manpower recruitment that is performed in a highly professional manner, cost-effective, well planned, efficiently performed, carefully coordinated and regularly updated..

Company Website: www.gohireegypt.com

Working Hours: 9:00 AM – 5:00 PM

Address: 48 El Tayaran St., 5th Floor, Nasr City, Cairo

Telephone: +2- 01011311344 / +2- 01011511676

E-mail: info@gohireegypt.com

Vacancies:

- **will be listed at the employment fair**

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www.jobzella.com/gohire/jobs

Home Mart

Since our establishment in 2007, Home Mart has developed a stronghold within the Egyptian market as a leading real estate consultancy agency. Our vast and extensive market experience assists our clients in making well informed property decisions. Whether you're looking to buy, sell, we will find the property solution that best suits your needs. We supply our clients with the latest property news, compound developments, and upcoming real estate launches free of charge. Our service extends to carrying out legal transaction deals through our affiliated law firm. We are committed to providing our clients with the very best in both quality and value, and are therefore very selective in the projects we handle. Our news updates cover specific compounds and hot spot opportunities. As our client, you can rest assured that your real estate needs lie in good hands.

Company Website: http://www.homemartegypt.com

Working Hours: 9:00 6:00

Address: 3 Abou El Feda st. Zamalek Cairo, Egypt

Telephone: 01067975849

E-mail: Nourhanahmed252@gmail.com

Vacancies:

➢ **1-Property Advisors**

Job Description

- Fresh graduates
- -Perfect English
- -Working 6 days a week
- -No Normal vacations
- -Only for hard worker

Qualifications:

- hard worker
- smart
- perfect English
- communication skills

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www.jobzella.com/home.mart/jobs

Ibnsina Pharma

Since its establishment in 2001, Ibnsina Pharma has evolved to become the fastest growing company in the field of Pharmaceutical and Personal Care distribution in Egypt for the last five years. Characterized by rapid business growth and financial stability..

Company Website: www.ibnsina-pharma.com

Working Hours: 9:00 AM – 5:00 PM

Address: Fifth Settlement –block 2 building 234 , New Cairo

Telephone: +2- 01011311344 / +2- 01011511676

E-mail: hr@ibnsina-pharma.com

Vacancies:

➢ 1-Quality Assurance Specialist

Job Description:

- Maintain company's Quality and Safety measures through monitoring and controlling all operational processes to meet Ibnsina Pharma's Quality and Safety Standards and take preventive actions against any deviation..

Qualifications:

- University degree.
- 1 - 2 years' experience in the same position..

➢ 2-Warehouse Manager (Pharmacist):

Job Description:

- Manages the warehouse operations regarding the receipt, coding, and storing of Medical & Cosmetic products, and their preparation for distribution to clients as per the received orders.

Qualifications:

- Education : BA .Pharmacy
- Years of Experience: 0-2 years.

➢ 3-Accountants (Accounts Payable Accountant) & (Budgeting Accountant):

Job Description:

- Prepares and documents asset, liability, and capital account entries by compiling and analyzing account information and recommends sound financial actions.

Qualifications:

- Education : BA .Commerce
- Years of Experience: 3-5 years.

➢ 4-IT Specialist:

Job Description:

- Responsible for IT user support and help desk operations in the assigned work location.

Qualifications:

- Education:-BA. Engineering Or Computer Science
- Years of Experience: 2 years.

➢ 5. Recruitment Section Head:

Job Description:

- Maintain effective recruitment for qualified calibers in the right position within time frame and by choosing the best resources to attract the qualified calibers within best price.

Qualifications:

- University degree in any field.
- HR Diploma or its equivalent is a must.
- Years of Experience: 8-10 years.

➢ 6-Administration Planning Supervisor

Job Description:

- Prepare, develop, analyze and control of Admin. Budget to match future financial needs of the department with conformance to overall Ibnsina expectations.

Qualifications:

- Competent knowledge of budgeting, accounting and reporting systems
- Very good skills in analysis and visualizing complex budgeting reports
- Very good command of English Language
- Years of Experience: 8-10 years.

➢ 7-Logistics Planning Supervisor

Job Description:

- Plan all fleet activities to guarantee order fulfillment, customer satisfaction and efficient transportation cycle. Plan the efficient utilization for available trucks according to the customers requests and company's resources.

Qualifications:

- Bachelor degree, Logistics/Supply Chain major is preferable.
- 4– 6 years of experience in logistics / Supply chain.
- Very good command of English language..

➢ 8-Data Analyst

Job Description:

- Generates reports from the company's internal system on periodical and daily basis. Interprets and analyzes data and trends using statistical techniques in order to come up with logical findings. Provides reports that supports the management in making informed decisions..

Qualifications:

- 3-5 years experience in a similar position
- University graduates of Business Administration or Accounting majors are more preferable
- High Analytical and Numerical skills.
- Excellent user of MS Office especially Excel.

➢ 9-Junior Software Support

Job Description:

- Identify & provide day-to-day support / testing operations for current and new software user's through proper understanding and analyzing for bugs/issues and suggest solution in order to ensure smooth working operations to save time & cost.

Qualifications:

- ISTQB Certificate is more preferable.
- Problem solving, Communication and analytical skills.
- Good command of English language.

➢ 10. Commercial Importation SpecialistJob

Description:

- Responsible of handling importation process to ensure process implementation as per company requirements and to maintain company rights..

Qualifications:

- 1-2 years' experience
- Organized and Follow up skills.
- Very Good Communication skills.
- Very Good Negotiation Skills.
- Good command of MS Office
- Good command of English language..

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www.jobzella.com/ibnsina/jobs

Integrated Development -INTDV

NTDV is a fast-paced software development company, headquartered in Riyadh, Saudi Arabia. Being a great believer in the value of technology, INTDV invests heavily in innovation and research to stay on top of the latest trends and technologies. We utilize emerging technologies; such as Artificial Intelligence, Machine Learning, and Automation to drive digital transformation hand in hand with our most valuable assets, our customers. Normal, usual, and impossible are not the kind of words we are used to, we strongly believe that nothing is impossible using technology. We employ and train the best minds in the market, to guarantee the best quality and satisfaction for our customers beyond their expectations.

Company Website: www.intdv.com

Working Hours: 8 working hours

Address: 11, 270 St, New Maadi

Telephone: (+20) 227 54 4822

E-mail: hr@intdv.com

Vacancies:

➢ 1-AI Engineer

Job Description:

- Be a part of the most exciting company in using data and decision science. This position is responsible for developing solutions to increase revenue and margin by utilizing Predictive Modeling, Segmentation and Machine Learning methods.

Qualifications:

- Bachelor Degree in Machine Learning, Statistics, Applied Mathematics, Computer Science, Information Systems, or related quantitative disciplines.
- 1-3 years of relevant experience
- Expert in analytical tools like R, SAS, SQL.
- Have hands-on experience using relational database management systems (Oracle, Teradata, SQL Server, DB2 etc.)
- Hands on experience in Java, Hadoop, HIVE, Scala, Apache Spark and MLLib – to include developing Machine Learning Algorithms in Spark MLLib and building real time models preferably in Spark MLLib.

➢ 2-.Net Developer:

Job Description:

- Produce / write, debug and review code and own the detailed design of all application modules including frontend, backend, and systems integration.
- Write unit tests and fix defects to ensure code quality.
- Protects operations by keeping information confidential and code secured..

Qualifications:

- BS or MS degree in Computer Engineering or Computer Science disciplines.
- 1-3 years of experience.
- Solid understanding of object oriented and MVC concepts.
- Experience in the following is required: C#, ASP.NET MVC, Angular, JavaScript.

➢ 3-PHP Developer

Qualifications:

- Bachelor Degree of Computer Engineering or Computer science or equivalent
- 1-3 years of back end web development experience
- Strong knowledge of OOP, PHP MVC frameworks, such as Laravel, and related technology stack
- Demonstrable knowledge of web technologies including HTML5, CSS3, Javascript frameworks, NodeJS

and Angular familiarity etc
- Familiarity with SQL/NoSQL databases and their declarative query languages..

➢ 4-IOS Developer:

Qualifications:

- B.S or MS degree in Computer Engineering or Computer Science disciplines
- Solid understanding of the software development lifecycle.
- Solid understanding of object oriented and MVC concepts. Java programming experience is preferred.
- Experience in any of the following is preferred in IOS, or Titanium.
- Experience in Web development (HTML, CSS, JavaScript, AJAX, JQuery) is preferred..

➢ 5-Sales Account Manager:

Qualifications:

- B.S or MS degree in Computer Engineering or Computer Science disciplines
- Solid understanding of the software development lifecycle.
- Solid understanding of object oriented and MVC concepts. Java programming experience is preferred.
- Experience in any of the following is preferred in IOS, or Titanium.
- Experience in Web development (HTML, CSS, JavaScript, AJAX, JQuery) is preferred.
-

➢ 6-Presales Engineer:

Qualifications:

- Bachelor of Science, preferably Computer Science, Engineering.
- (1-3) years of experience software solutions.
- Presales technical experience across at least 2 technologies domain (i.e. Portals, Business Process Automation, Customer Relationship Management.) and 2 Technologies Tools (i.e. Basecamp, Dropbox, Odoo).
- Good oral and written communication, interpersonal skills and fluency in English..

➢ 7-Digital Marketing specialist:

Qualifications:

- SEO Experience is a must.
- 1-3 years creating digital and social media content, can explain with story.
- Excellent consulting, writing, editing (photo/video/text), presentation and communication skills.
- Experience creating and implementing strategic communications plans.
- Experience analyzing digital metrics and translated data into strategic communication plans..

➢ 8-Social Media Specialist

Qualifications:

- BS in Communications, Marketing, Business, New Media or Public Relations
- 1-3 years of experience in social media marketing or digital media.
- Fluency in English.

➢ 9-Creative Copy Writer

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www.jobzella.com/intdv/jobs

Integrated Technology Group (ITG)

Integrated Technology Group (ITG) is an international, dynamic, innovative, and technology-driven company that operates through five branches: ITG Jordan, ITG America, ITG Saudi, ITG Egypt, and ITG Africa.

ITG's flagship areas are:

Educational Solutions: EduWave® e-Learning & Educational Management Platform and e-Content Development

Government/Enterprise Solutions: Government Resource Planning - WaveGRP®, Enterprise Resource Planning - WaveERP®, and Document Management Solution - WaveDMS®

ITG's strength lies in its vision, which hinges on technological innovations, and the ability to identify potential business frontiers well ahead of the competition.

About (7%) of the company's revenue is invested in R&D. At ITG, we realize the importance of investing in research and development to maintain the company's technological lead and continuously develop innovative solutions to meet our customers' needs and requirements. Professional training is also an ongoing activity at ITG, so that our professional staff can stay abreast with the technological advancements, new tools and methods that assist them in developing reliable, scalable, and robust solutions.

ITG has clients and deployments in the Middle East, Africa, Europe, and the U.S. The firm focuses on providing timely professional support to its clients, and pays close attention to maintaining the highest level of customer's satisfaction.

The company also works through a network of strategic partners and representatives in over (20) countries worldwide. This gives ITG extended reach and flexibility through effective utilization of the combined know-how, experience, and presence of its partners in their respective markets. It also provides the firm with additional support and adds to its core competencies that render it as one of the most competitive and leading IT companies.

Our Vision:

People, communities, and organizations around the world empowered by the innovative technologies and solutions provided by ITG.

Company Website: www.itgsolutions.com

Working Hours: Sunday-Thursday / 8 AM – 5 PM

Address: 9 Ibn Battuta St., Heliopolis - Cairo, Egypt

Telephone: +20 010 9738 2609

E-mail: careers@itgsolutions.coom

Vacancies:

- .Net Developer "Junior"
- .Net Developer "Senior"
- Team Leader, .Net.
- IOS Developer.
- Android Developer.
- Technical Lead, Android.

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www.jobzella.com/itgsolutions/jobs

ITIDA

Located at the heart of a modern business environment in Smart Village , Information Technology Industry Development Agency, ITIDA, was founded in 2004 as an executive IT arm of the Ministry Of Communications and Information Technology, MCIT to spearhead the process of developing the Egyptian IT industry.

ITIDA aspires to build momentum in the IT industry, by making Egypt one of the top global hubs for technology and business services, the agency strives to further develop Egypt`s competitive advantages as one-stop shop for foreign direct investors seeking to enhance their global offering and providing the Egyptian IT industry with the right tools to increase IT/ITES exports. It also devised Egypt's Branding

ITIDA works with entrepreneurial and collaborative spirit to serve public and private bodies, industry players and associations, universities, and individuals to help grow the Egyptian IT industry develop as much and as far as possible. ITIDA offers a wide range of services that helps building the capacities of the local IT companies, attracting and servicing multinational IT companies. ITIDA also helps to expand IT businesses by offering a unique access to numerous markets through sponsoring and participating in the local, regional and international tradeshows.

Company Website: www.itida.gov.eg

Working Hours: 7

Address: B121 Smart village

Telephone: 0235345000

E-mail: orashad@itida.gov.eg

Vacancies:

➢ **ITIDA support in hiring for ICT industry at large, its estimated that our industry will have aggressive hiring needs within 2018 in the BPO and ITO fields**

Qualifications:

- engineering & computer science backgrounds OR call centre agents.
- Good oral and written communication, interperso

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www.jobzella.com/itida/jobs

KVRD for real estate development

KVRD is the brainchild of professional founders, boasting 15 years of extensive expertise in catering to the diversified needs of the real estate industry in Egypt. Building on a successful development legacy that has gained the trust of varied clients in the field.

KVRD was launched as the perfect solution, combining real estate consultancy with development to serve as a selective developer catering to targeted communities, as well as an investment advisor

Our core strength lies in KVRD's Research Foundation that works around the clock to seize every opportunity to develop better integrated communities through practical research, on-going educational programs and outreach activities that aim at supporting each of our real estate developments by transforming them into comprehensive hubs that exceed the demands of our clients, today and in the future.

KVRD's expert team of professionals help prospect investors get their strategy right, not only ensuring they make the best choices that best suit their investment needs, but also guarantee remarkable outcomes at all times

Company Website: www.kvrd.com.eg

Working Hours: 9:00 AM – 5:00 PM

Address: Offices 9 & 10, The Spot Mall - New Cairo (5th Settlement), Egypt

Telephone: 19626 / (+202) 25734084/5/6

Fax: (202) 25734087

E-mail: info@kvrd.com.eg

Vacancies:

➢ 1-Marketing Supervisor

Job Description:

- Handling Facebook posts for the company and all related businesses.
- Creating, following up and sending the SMS Wordings to all our clients.
- Work parallel with the Designing department to deliver creative and well-planned art work.
- Attending departments meetings and orientations.
- Monitoring all the activities related to the marketing through all social medial.
- Setting and creating new plans and ideas.
- Brainstorming and handling all the accounts.
- Planning and executing all the related events.

Qualifications:

- Minimum 3-5 years of experience
- in marketing field.
- Bachelor degree is a must.
- Good English.
- Creative and innovative.
- Can work under stress

➢ 2-Property Consultant

Job Description:

- stablishes, develops and maintains business relationships with current customers and prospective Clients.
- Makes telephone calls and in-person visits and presentations to existing and prospective customers.
- Researches sources for developing prospective customers and for information to determine their potential.
- Expedites the resolution of customer problems and complaints.
- Coordinates sales effort with marketing, sales management, accounting, logistics and technical service groups.
- Supplies management with oral and written reports on customer needs, problems, interests, competitive activities.
- Participates in trade shows and conventions.

Qualifications:

- 1-3 years of experience are required.
- Bachelor degree is a must.
- Military exemption or completion.
- Real estate experience is a plus.
- Very good English.
- Good communication and
- negotiation Skills.
- Good presentation skills.
- Presentable.
- Good computer skills.
- Committed.
- Car owner is a must

➢ 3-Operation Coordinator

Job Description:

- Coordinate meetings, including agents' reports.
- Filing documents (hard and soft copies)
- Ensure coordination of the interfaces of all disciplines within commercial department.
- Present a review of each month's target.
- Responsible for organizing meeting.
- Take Minutes at meetings, distribute minute, and monitoring the implementation of actions steps of the meeting.
- Handling Leads and weekly reports of your team.
- Coordinate with other departments (accounting, legal, Marketing… etc.)
- Arranging and updating your team data base

Qualifications:

- 1-3 years of experience is a must.
- Bachelor degree is a must. Very good
- Microsoft office knowledge is a must.
- Good communication, presentation and
- negotiation skills and English fluency.
- Time management.
- Organized and multitasking.
- Flexibility and Stress management

➢ 4-Senior Civil Engineer

Job Description:

- Act as client representative through all project phase from location choosing up till project delivery.
- Dealing with government agencies and authorities to obtain the necessary permits and approvals
- Design review, development & Co-ordination between interior designers, Structural, plumbing & HVAC consultants.
- Direct teams to meet appropriate codes & standards with the required level of accuracy.
- Monitor work output of the team in terms of Quality standards and timely delivery.
- Participate in initiating, design, & other meetings with clients & consultant.
- Site inspections, supervision of works ensuring that the project is running on schedule, quality and to budget.
- Review QS, tender applications and Invoices.
- Examine material samples and other submittals with respect to standard specification.
- Acts as the main problem solving for any arising conflicts between stakeholders.
- Biding & tendering evaluation..

Qualifications:

- 5+ years of experience in Civil and Sites is a must.
- Project management experience is a plus.
- Attention to details.
- Active and Motivated
- Innovation and creativity.
- Decision making ability.
- Bachelor Degree is must.

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MCV

MCV proudly shares a rich professional history of the commercial vehicle's development in the industrial market. We became one of the major players affecting the commercial vehicle sector with our latest superior products. MCV has used the latest technologies, combined with a highly qualified workforce to improve the market for commercial vehicle manufacturing with a grand mission of enhancing the organization's ability to provide best quality components to its products adequately. MCV established a fleet of sister companies to orchestrate all industrial needs.

Company Website: www.mcv-eg.com

Working Hours: differs From vacancy to vacancy

Address: km24, Cairo- Ismailia desert road, El-Obour. Cairo, Egypt

Telephone: +2026583371 / +2026583192 / +2026583272 / +2026583046

Fax: +2026583073 / +2026583129

Vacancies:

➢ 1-A/S Accountant.

Qualifications:

- 2-4 years of Experience, Bachelor degree in Business or experience in field, Good English language and good knowledge of Microsoft Office.

➢ 2-Sales Representative. "5 vacancies"

Qualifications:

- Must own a car, Bachelor Degree in Business or any related degree, Good English Language.

➢ 3-Operation Coordinator

Job Description:

- Spare Part Sales Rep Outdoor. "4 open vacancies"
- Arranging and updating your team data base

Qualifications:

- Must own a car, our different work zones or areas "candidate should be illegible to work in only 1 area"1. Assyout 2. Alexandria 3. Minya 4. Cairo", Sales Skills.

➢ 4-Secretary

Qualifications:

- Good English, Good Microsoft Office Skills, good Communication and Planning skills..

➢ 5-Export Sales Rep.

Qualifications:

- Good French Speaker, Bachelor in Mechanical Engineering, 0-4 years of experience as sales.

➢ 6-Treasury Accountant "2 vacancies"

Qualifications:

- 0-4 years of Experience, Bachelors of Business Administration, good Command of Microsoft Office, Good command of English.

➢ 7-Credit Inquirer

Qualifications:

- 0-4 years of experience, Bachelors of Business Administration, good Command of Microsoft Office, Good command of English.

➢ 8-Sr Software Developer

Qualifications:

- Bachelor's degree in Computer Science / Computer Engineering or related discipline. - 3-4 years of experience. - Solid knowledge of C#.Net & VB.Net. - Fair knowledge of Microsoft .NET Framework 4. - Fair knowledge of programming concepts, object oriented concepts. - Solid knowledge of Database Design and implementation with Microsoft SQL Server 2014 and later. - Analyze, design, coordinate and supervise the development of software applications. Personal skills: - Ability to work under pressure and meet deadline - Java Script and jQuery. - Web service. - Html 5, css. - Xamarin.

➢ 9-Design Engineer

Qualifications:

- B.Sc. in Mechanical engineering at grade good at least • 0-3 years of experience in the same field • Excellent command of mechanical design program "CAD Program".• Experience in dealing with internet • Experience in using Microsoft office (word & excel).

➢ 10-IT Tech. Support Engineer

Qualifications:

- Bachelor of Engineering or Computer Science. • Knowledge of operations of relevant software, hardware and other equipment. • Related experience and training in troubleshooting and providing help desk support. • Good understanding of OSI model, TCP / IP protocol. • Strong networking knowledge – IP ,DNS ,IP routing ,etc. • Windows XP / Vista / Windows 7 / Windows 8 , Windows Server 2008,Windows server 2012. • Linux Knowledge is a plus.

➢ 11-Power System Division Sales Engineer

Qualifications:

- Bachelor in Mechanical Engineering or any related degree,
- 2-5 years of experience in the sales Field "Forklift".

➢ 12-Electrical Power System Division Service Engineer

Qualifications:

- Bachelor in electrical Engineering,
- 2-5 years of experience in the same Field..

➢ 13-Stock Control Engineer

Qualifications:

- Bachelor in Mechanical Engineering or Automotive Engineering,
- 0-3 years of experience in the same field. Very Good command of English.

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www.jobzella.com/mcv/jobs

Monginis

Monginis started out in Egypt as a small family business in 1993. The company has grown rapidly since then and now employees over 2000 people.

We are committed to produce high quality and tasty products like cakes, chocolates, oriental sweets, bakery products, croissant…, making them available to 15000 retail shops at Cairo, Alexandria, Upper Egypt, Delta, Canal and Red Sea, including over 90 exclusive shops.

Our continued success is based on employing of qualified, innovative, energetic and positive talents who are ready to join a fast growing and challenging environment..

Company Website: www.monginisbakery.com

Working Hours: 8 AM: 5 PM

Address: 4 Princess St. Kobri El Balah, Abo-Rawash , El Mansorya Road, Monginis.

Telephone: 02-37981555

E-mail: HR@monginisbakery.com - monginis@monginisbakery.com

Vacancies:

• Marketing Manager.	• Advertising – branding – management- FMCG industry	• +7 Exp. In same field
• Digital Marketing Specialist.	• SEO – Social media	• 3-5 Exp. In same field
• PR Specialist.	• Event planning – marketing.	• 3-5 Exp. In same field
• Maintenance Manager.	• Maintenance – Develop – leadership.	• +7 Exp. In same field
• Mechanical Engineer.	• Maintenance – repairing – FMCG industry.	• 3-5 Exp. In same field.
• Electrical Engineer.	• Maintenance – repairing – FMCG industry.	• 3-5 Exp. In same field.
• Technicians.	• Maintenance – repairing – FMCG industry.	• 3-5 Exp. In same field.
• Construction Manager.	• Planning – constructing - Civil Engineer – Executive.	• +7 Exp. In same field.
• Senior Recruitment Specialist.	• HR – planning - sourcing - big head count - recruiting.	• 3-5 Exp. In same field.
• Senior Personnel Specialist.	• HR – personnel – labor law – insurance.	• 3-5 Exp. In same field.
• Senior OD Specialist.	• HR- OD – PA- JD.	• 3-5 Exp. In same field.
• Payroll Specialist.	• HR – Annalistic - Accounting.	• 3-5 Exp. In same field.
• Administrative Assistant.	• Excellent English - Management – Microsoft office	• 1-3 Exp. In same field
• Accountant.	• Accounting – finance.	• 3-5 Exp. In same field.

• PHP Developer.	• Programming – backend developer.	• 1-3 Exp. In same field.
• IT Service Desk.	• IT – service disk.	• 1-3 Exp. In same field.
• Senior Lawyer.	• Law – lawyer.	• 3-5 Exp. In same field
• Assistant lawyer.	• Law – administration.	• 3-5 Exp. In same field
• Ware House Supervisor.	• Planning – organized – data analysis – Management.	• 1-3 Exp. In same field
• Store Keeper.	• Ware housing.	• 1-3 Exp. In same field.
• Quality Control Engineers.	• QC – HACCP.	• 1-3 Exp. In same field.
• Health & Safety Specialist.	• Health & Safety Procedures.	• 1-3 Exp. In same field.
• Production Engineers.	• Production – Supervision.	• 1-3 Exp. In same field.
• HD, 3D Printer Technician.	• Maintenance.	• 1-3 Exp. In same field.
• Customer Service Agent.	• Customer services – Call Center.	• 3-5 Exp. In same field.
• Area Manager.	• Supervision – management.	• 3-5 Exp. In same field.
• Branch Manager.	• Supervision.	• 1-3 Exp. In same field.
• Shops Auditors.	• Audit – visits.	• 3-5 Exp. In same field.
• Area Sales Managers.	• Sales – target – planning.	• 3-5 Exp. In same field.
• Sales Supervisors.	• Sales – supervision.	• 1-3 Exp. In same field.
• Sales Representatives.	• Sales.	• 1-3 Exp. In same field.
• Merchandiser sales.	• Sales – coordinate.	• 1-3 Exp. In same field

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www.jobzella.com/monginisbakery/jobs

Multitrade

Multi Trade is a holding company founded in 2010 in Cairo, Egypt. Multi Trade is a leading developer, manufacturer and supplier of a wide range of cosmeceutical and pharmaceutical products. Multi Trade story is simply innovation, collaboration, patient focused and ongoing drive for excellence.

Vision

We intend to lead the healthcare sector in Egypt by market share through bringing and developing innovative products with revolutionary prices. Our expansion plans will target new geographical strategic location in Middle East & Africa.

Mission

We are committed to inspire our customers in Egypt with a wide range of healthcare products that will help them live healthier and better. We will adopt an entrepreneurial approach to develop innovative product and we work relentlessly to provide rewarding work environment to our employees and healthy return of investment to owners.

Working Hours: from 10 A.M TO 6:00 P.M

Address: 181 El Orouba ST.,th floor,in front of Military College,Heliopolis,Cairo

Telephone: +(202)22682904

E-mail: hr@gomultitrade.com

Vacancies:

➢ 1-Sales Representative.

Job Description

- 1.Attain or exceed agreed sales targets and market share for predefined & assigned territory.
- 2.Responsible for establishing contact with existing customers, identifying new opportunities, and following up on potential leads.
- 3.Develop sustainable partnerships with pharmacy personnel (Pharmacist, Pharmacist Assistant, Telesales, etc.)
- 4.Effectively promote Multitrade products in accordance with Multitrade business strategy, ethical standards through: commercial visits.
- 5.Regularly update and upgrade customers' database on the defined territory
- 6.Provide regular feedback on client contacts
- 7.Sustain and communicate excellent knowledge of Product.
- 8.Continous customer list of pharmacies and exploring to update and increase.

Qualifications:

- Proven 2+ years of outside sales experience
- Preferable working in pharmaceutical / medical industry
- BA/BS degree or equivalent
- Self-motivated and comfortable working with little to no direction
- Excellent interpersonal communication skills
- Females &Male .

➢ 2-Medical Representative.

Job Description

- 1. Attain or exceed agreed sales targets and market share for predefined & assigned territory
- 2. Effectively implement and execute S&T call plan and Territory actions
- 3. Build sustainable relationships with Doctors; Pharmacists; Nursing staff, Healthcare Specialists,

Wholesalers KOLs

- 4. Effectively promote MultiTrade products in accordance with MultiTrade business strategy, ethical standards through: commercial visits, round tables, conferences, congresses and seminars with healthcare professionals
- 5. Regularly update and upgrade customers' database on the defined territory
- 6. Provide regular feedback on client contacts and commercial activities to DM and team members
- 7. Sustain and communicate excellent knowledge of Product, Disease and Competitors
- 8. Monitor, suggest and implement appropriate actions to enhance performance
- 9. Build and maintain long-term relationships with key customers
- 10. Work with DM to assess territory sales performance and market trends
- 11. Ensure timely reporting of all activities
- 12. Follow rules & norms set by company policies of MultiTrade (that the MR was acknowledged about.
- As representing MultiTrade for the customers, follow business etiquette and dress-code according to Multitrade image and obligations.

Qualifications:

- Bachelor degree, (pharmaceutical, vet, science, chemistry, etc..)
- 1-3 years of experience
- Presentation skills
- Negotiation skill
- Communications Skill
- Males and female.

TO APPLY FOR AND KNOW ABOUT THE NEW VACANCIES PLEASE VISIT THE COMPANY`S PAGE ON JOBZELLA

www.jobzella.com/multitrade/jobs

NAOS Marketing

NAOS Marketing is a company specialized in multichannel customer service & business development.

Since 2007, the company has been operating with qualified collaborators who deliver quality in every solution provided.

NAOS Marketing is willing to become THE reference in Egypt and the MENA region in terms of quality for multichannel customer service & business development.

NAOS Marketing is strongly committed to its values:

- Quality, Quality and Quality
- Honesty
- Customer Centered
- Innovation
- Empowerment of people
- Agility

Specialties: Customer Service, International Business Development, Sales and Marketing

Company website: http://www.naos-marketing.com

Working Hours: from 9:00am – 6:00pm

Address: 21, Misr Helwan Street, 12th Floor, Maadi, Cairo - Egypt

Telephone: (+20) 2 2768 9724

E-mail: recruiters@naos-marketing.com

Vacancies:

➢ 1-Telesales/Telemarketing Advisor.

Job Description

- Handling outbound activities.

Qualifications:

- A minimum of 3 months experience within same field.

Required Languages:

- English, French, Spanish, and Arabic.

➢ 2-Customer Service Advisor.

Job Description

- Handling inbound activities within the contact center.

Qualifications:

- A minimum of 3 months experience within same field.

Required Languages:

- German, English, French, Spanish, Italian and Arabic.

➢ 3-Sales Executive.

Job Description

- Handling outdoor sales activities.

Qualifications:

- A minimum of 3 months experience within same field.

➢ 4-Social Media / Web Chatting Moderators (All Levels)

Job Description:

- Handling Social Media Activities

Qualifications:

- A minimum of 3 months experience within same field

➢ 5-Digital Marketing Specialists (All Levels)

Job Description:

- Responsible for Digital Marketing Activities

Qualifications:

- A minimum of 6 months experience within same field

➢ 6-Backend Developer (All Levels)

Job Description:

- Responsible for Backend Development

Qualifications:

- A minimum of 1 year experience within same field

➢ 7-Talent Sourcing Specialist

Job Description:

- Responsible for Sourcing Candidates' Database
- Qualifications:
- A minimum of 3 months experience within same field

➢ 8-Recruitment Specialist

Job Description:

- Responsible for filtering & Screening Candidates

Qualifications:

- A minimum of 6 months experience within same field

Required Languages:

- German, English, French, Spanish, Italian and Arabic

TO APPLY FOR AND KNOW ABOUT THE NEW VACANCIES PLEASE VISIT THE COMPANY`S PAGE ON JOBZELLA

www.jobzella.com/naos/jobs

NOK for Human Capital Solutions

➢ Company profile

An Egyptian S.A.E company, founded with a clear vision of targeting a real change in the Human Resource operations game. We plan to fly on a different altitude. Targeting a long-term partnership with both employees and employers.

Our name and logo speak a lot about us and present our Nature Of Knowledge.

We are a caliber-focused organization.

We trust that human capital is the prime capital of any organization, investing – rightly - in this capital, ensures you, the over achievement of targeted and desired organization's development.

We are part of the leading "NOX Holding" group, counting on our sister companies' strong portfolios & networks in IT "HW & SW", logistics, distribution, courier & shipping in addition to financial &facilities management - give us an edge with our tailored solutions that make our solutions easier, faster, and effective and cost efficient to our partners..

➢ Our Services

Our services are all Human Resource related! As we are a caliber focused organization. We deliver a Wide Range of HR Outsourced Services. Aiming to a better success.

1- Recruitment & Headhunting

Outsource your open vacancies at NOK Human Capital with our professional team to hire the talented caliber on board and on time. We have a Strong Data Base of +1,500,000 candidates covering all specializations & experience.

We staff all levels starting from Entry to Top Management, Flexible and able to cover all fields & Industries, we are ready for recruit Mass entry level, we hire ALL types of labor, either WHITE or BLUE Collar labor

2- HR-Outsourcing

Get rid of payroll operations hassle and cost, we are ready to host them in our books, and allow us to manage for you and SAVE your HR force cost. We do all related employees benefits work l

ike:

Social insurance cost & documentation, Bank accounts and facilities, Medical insurance, HR Letters, Transportation, flights and any other employees related cost and procedure.

3- Consultation & Organizational Development

Our organizational development consulting services focus on helping CEOs and senior leadership teams align their organizational culture and strategy to drive sustainable performance results.

We are expertise in designing HR policies & processes, Performance management processes "score cards & appraisal systems", business process compliance, increase customer experience & Staff satisfaction & Employees development.

4- Training & Development

We believe that the growth and development of people is the highest calling of leadership, so our philosophy is to invest in people in a different way that gives employees an advantage to increase their business awareness. We provide Diplomas atmosphere, not a regular training.

Our expertise are covering all industries (Banking, Financial Operations, Travel & Tourism, Telecommunications, Consumer Electronics, and many other sectors)

We deliver our courses in partnership with Benchmark Portal Co., Hammersmith Training Consult, Aptech Ltd. & Contacts Plus Co.

We offer different type of training courses: Soft Skills Courses; Management Courses; Human Recourses Courses; Contact Center Courses & Specialized Courses

Company Website: www.nokhc.net

Working Hours: From 9 AM to 5 PM (Fridays & Saturday's are off days)

Address: 56 El Maleka Farida st. Opposite Glory American schools-Mearag City Maadi, Cairo, Egypt

Telephone: Phone: (+202)24474299 Mobile: (+20)1015511551

E-mail: info@nokhc.net - resume@nokhc.net

Vacancies:

➢ Human Resources

1.HR Business Partner

- Years Of Experience: 5+
- Location: Maadi

2.HR Senior Recruiter

- Years of Experience: 3+
- Location: Maadi

3. Title: HR Junior Recruiter

- Years of Experience: 1 to 2
- Location: Maadi

➢ Sales

4.Property consultants

- Years of Experience: 0 to 6
- Location: New Cairo, Heliopolis & Mohandessin

5.Senior Sales Engineer

- Years of Experience: 5+
- Location: Heliopolis

6.Sales Account Manager

- Years of Experience: 1 to 3
- Location: Maadi & New Cairo

7.Client Engagement Executive

- Years of Experience: 0 to 2
- Location: New Cairo

8.Client Engagement Manager

- Years of Experience: 3+
- Location: New Cairo

➢ Administration

9.CEO Office Manager

- Years of Experience: 3+
- Location: New Cairo & Heliopolis

10.Training Operation Manager

- Years of Experience: 3+
- Location: New Cairo

11.Training Operation Executive

- Years of Experience: 0 to 2
- Location: New Cairo

12.Receptionist

- Years of Experience: 1 to 4
- Location: Heliopolis

➢ Customer Care

13.English Call Center Advisors

- Years of Experience: Fresh Graduate
- Location: New Cairo

14.Japanese Call Center Agents

- Years of Experience: Fresh Graduate
- Location: Maadi
-

15.Chinese Call Center Agents

- Years of Experience: Fresh Graduate
- Location: Maadi

16.Call Center Operation Manager

- Years of Experience: 7+
- Location: Maadi

➢ Marketing

17.Market Analyst

- Years of Experience: 1 to 3
- Location: Maadi

18.Content Creator Specialist

- Years of Experience: Fresh Graduate
- Location: Maadi

19.Digital Marketing Manager

- Years of Experience: 7+
- Location: Maadi

20.Social Media Specialist

- Years of Experience: 1 to 4
- Location: Maadi

21.Graphic Designers

- Years of Experience: 2 +
- Location: Maadi
- Supporting Functions

22. Supply chain specialist

- Years of Experience: Fresh Graduate
- Location: Maadi

23.Associate Account Manager

- Years of Experience: (1 to 3
- Location: Maadi

➢ **IT**

24.Junior .Net Developer

- Years of Experience: 1 to 2
- Location: Maadi

25.Senior .Net Developer

- Years of Experience: 3 to 5
- Location: Maadi

26.IT Help Desk

- Years of Experience: 1 to 3
- Location: Maadi

TO APPLY FOR AND KNOW ABOUT THE NEW VACANCIES PLEASE VISIT THE COMPANY`S PAGE ON JOBZELLA

www.jobzella.com/nok/jobs

P&J for Juice and Paste Co.

We are P&J for Juice and Paste one of the biggest factories working in the food processing sector producing tomato paste and fruit concentrates. We have been operating in Egypt since 1995. We are export oriented company, we represent more than 50% of the total Egyptian export of tomato paste. Our clients are distributed all over the world, mainly Europe. The head office and factory is located in Sadat City..

Company website: www.paste-juice.com

Working Hours: 8:30 am till 4:30 pm

Address: 4th Industrial Zone, Sadat City

Cairo Office: 59A Abdel Moneim Riayd St., Mohandessin

Telephone: 048-265 8013, 02- 233 056 458, 02- 233 440 335

Fax: 02-233 440 313

E-mail: nermineamr@paste-juice.com - m.waheed@paste-juice.com

Vacancies:

➢ 1-Export Sales Manager – Export Sales Specialist

Job Description:

- Handling all export activities, researching customers needs, Identifying new export opportunities, studying the competitors and their marketing and sales strategies, Negotiating sales contracts, Attending Trade Shows and Exhibitions.

Qualifications:

- Previous experience in export sales (2+ years), Experience in agro-industry is preferable, Proficiency in English Language is a must, Willing to travel abroad.

➢ 2-Organizational Development Specialist

Job Description:

- Manpower planning, Handling recruitment process, maintains job descriptions and organizational charts, Analyzing training needs, Implementing performance management system, Developing salary structure and monitoring career path and promotions.

Qualifications:

- About 2+ years of relevant experience, experience in applying all HR functions including performance appraisal, training, and recruitment, Proficiency in English language is a must.
-

➢ 3-Marketing Coordinator

- Assist in conducting country research studies, generating new clients, developing different marketing channels, preparing printing materials.

Qualifications:

- Experience 2+ years, Marketing background is preferable, Proficiency in English Language.

➢ 4-IT Administrator

Job Description:

- Manage information technology and computer systems including network management, software development, as well as network security, Design, develop, implement and coordinate systems, policies and procedures.

Qualifications:

- Experience 5+ years, knowledge of technical management, information analysis and of computer hardware/software systems, BS in Computer Science, MIS or similar field.

➢ 5-Export and Import Logistics Specialist

Job Description:

- Arranging all kinds of Export / Import shipping docs, recommending the best freight forwarders, following up on loading process, tracing the shipment until destination.

Qualifications:

- Experience 4+ years of relevant experience, very good English.

➢ 6-Production Engineer

Job Description:

- Managing the manufacturing process on the production line and operating the machinery most efficiently and productively.

Qualifications:

- Bachelor degree in Agriculture, Food Processing section, previous experience with food processing companies, 3+ years of relevant experience, very good English language.

➢ 7-Quality Control Engineer

Job Description:

- Ensuring the quality of product and overseeing all stages of the manufacturing process until final packaging.

Qualifications:

- Bachelor degree in Agriculture, Food Processing section, previous experience with food processing companies, 3+ years of relevant experience, very good English language.

➢ 8-Agricultural Contracting Manager

Job Description:

- Contracting with agricultural companies to achieve monthly targets.

Qualifications:

- Bachelor degree in Agriculture, 5+ years experience, previous experience in contracting, knowledgeable of agricultural companies.

TO APPLY FOR AND KNOW ABOUT THE NEW VACANCIES PLEASE VISIT THE COMPANY`S PAGE ON JOBZELLA

www.jobzella.com/pastejuice/jobs

Pixelogic

Pixelogic™ Media Egypt (formerly Emerge Technology) is a software development company based in Cairo, Egypt. Established in 2006 focusing on developing Blu-ray disc embedded software and authoring tools for international clients, including major Hollywood studios. For over 10 years, Pixelogic™ Media Partners (and its predecessors, Emerge Technology, Radius 60 and Sony DADC) have provided technology solutions to the entertainment industry. To date, we've delivered thousands of titles to iTunes, Google, Netflix, Amazon, and others. We've created a large percentage of iTunes Extras titles available on the iTunes Store, developed the specification of and delivered the first Cross-Platform Extras titles, authored more than eight-thousand DVDs, two-thousand Blu-rays, as well as award-winning tablet and mobile apps.

As the lines between different forms of multimedia vanish, we recognize that most of the time, one solution is not sufficient for getting your message out to the world. Thus, Pixelogic™ Media Egypt incorporates a mix of exciting blends of the latest in software development high-tech capabilities, fine art innovations and professional media production technologies.

Pixelogic™ Media Egypt cultivates a creative atmosphere where teamwork is essential and talent, dedication, and good ideas are rewarded. We provide full benefits; a competitive salary, flexible working hours, free meals, and the opportunity for growth at a respected multinational company with unlimited potential. We are searching for talented software engineers to join our growing team. They will be working on projects that span the globe utilizing the latest web and mobile technologies..

Company website: https://pixelogicmedia.com

Address: 197B street 26 July – Mohandessin – Giza

Telephone: 0100460457

Vacancies:

➢ **1-IT Engineer.**

Qualifications:

- BS/MS degree in Computer Science, Engineering or a related subject.
- Proven working experience in installing, configuring and troubleshooting UNIX /Linux based environments.
- Solid experience in the administration and performance tuning of application stacks (e.g.,Tomcat, JBoss, Apache, Ruby, NGINX)
- Solid Cloud experience, preferably in AWS.
- Experience with monitoring systems.
- Experience with automation software (e.g., Puppet, cfengine, Chef)
- Solid scripting skills (e.g., shell scripts, Perl, Ruby, Python)
- Solid networking knowledge (OSI network layers, TCP/IP, etc.)
- Strong interpersonal skills with proven ability to collaborate and self-manage.
- Excellent written and verbal communication skills.
- Having a good memory of how software and operating systems work.
- Excellent listening and questioning skills combined with the ability to interact confidently with employees to establish what the problem is and explain the solution.
- Positive attitude toward teamwork.
- Highly responsible individual, who takes pride in completing tasks to the highest standards of quality and accuracy.
- Problem solving skills.
- Ability to prioritize the workload.
- Ability to handle multiple tasks while focusing on a high amount of attention to detail.
- Ability to communicate effectively with others and ability to write clearly and concisely.

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➢ 2-QA Test Lead

Qualifications:

- Computer Science degree or equivalent.
- Demonstrated passion for learning new technologies.
- Experienced in test status monitoring, control and reporting at different test levels
- Experienced in Integration/API testing and E2E Test Automation.
- Ability to communicate and handle the interface with our external US based clients, Product Owners and Dev Leads about the requirements
- Accountable for all the project's test deliverables and the quality of releases rolled out to production.
- Hands-on experience and involvement in the end to end agile testing process/ best practices.
- Strongly desirable/recommended to have Non-functional testing experience (i.e. Web load/performance testing, Security/Pen testing).
- Ability to mentor and guide junior SDETs.
- Strong consistency and attention to detail.
- Strong interpersonal skills with proven ability to collaborate and self-manage.
- Excellent written and verbal communication skills.
- Solid foundation in computer science, with strong competencies in data structures, algorithms, and software design.
- Experience in one or more of: C, C++, C#, Objective-C, Swift, Java.
- Experience with HTML5, CSS3, SASS, LESS, and JavaScript.
- Familiarity with one or more of: Python, Ruby, Perl, Shell is a plus.
- Familiarity with automated mobile device testing including Apple, Android and Windows.
- Familiarity with functional automation tools like Selenium or equivalent.
- Demonstrated problem solving and troubleshooting skills
- Strong skills in data and process analysis
- Experience in Agile / Scrum project development
- Passion for learning, quality, and engineering excellence with proven track record for delivering quality software on-time
- Solid foundation of object-oriented design concepts, algorithms and data structures..

➢ 3-Scrum Master

Responsibilities:

- Drive team productivity by assuming the Scrum Master role for one to two product teams.
- Drive and lead planning, daily stand-ups, demos, and retrospectives for your teams.
- Provide leadership, transparency, and visibility to the entire organization.
- Work closely with the Product Owner on roadmap creation, forecasting activities, and team planning.
- Anticipate and aggressively remove obstacles that slow down or prevent work completion.
- Ensure that teams are effectively executing against the highest value priorities.
- Build team cohesion and foster open and honest team communication.
- Collect, report, and refine metrics to quantify and communicate team performance.
- Help identify and implement improved processes and practices while reinforcing Agile principles.
- Operate under minimal supervision.

➢ 4-Software Engineer (Junior – Senior)

➢ 5-Software Engineer in Test

➢ 6-Subtitle Post-Processing Operator

➢ 7-Localization Territory Coordinator (French)

TO APPLY FOR AND KNOW ABOUT THE NEW VACANCIES PLEASE VISIT THE COMPANY`S PAGE ON JOBZELLA

www.jobzella.com/pixelogicmedia/jobs

Raya Contact Center

Your Right Business Process Outsourcing Partner.

Surviving business environment is becoming more challenging than ever which creates the need to possess all the skills necessary to grow your business and dominate your market place. We act as your business process outsourcing (BPO) partner, offering you a variety of BPO services within voice and non-voice areas that help your company boost customer interaction with greater cost efficiency and risk mitigation.

We learn about your business and align with your objectives, so we can better present you to the world. Because our core business is making your most customers –focused, we help you stay always one step ahead of your competitors when it comes to handling and capitalizing on your customer interaction.

Company website: www.rayacc.com

Address: 24th Ahmed Kamel St. Off El Lasilki St.,New Maadi, New Raya Building, Cairo

Working Hours: 8 working hours Rotational for males (24/7) and maximum till 10:00 PM for Females/ 2 days off

Telephone: 0111 115255/ 01101800801 / 01112005527

E-mail: jobs_rcc@rayacorp.com

Vacancies:

➢ 1-Banking Call Center Account Advisor

Qualifications:

- Very good English
- Fresh graduate
- Able to work on rotational sifts (24/7) for males and till 10:00 PM for females
- Military status (defined for males)
- University degree

➢ 2-Back Office (Email & Chatting)

Qualifications:

- Excellent English
- Fresh graduate (Males only)
- Typing Speed 30 WPM for English minimum
- Excellent business writing skills
- Able to work on rotational sifts (24/7)
- Military status (defined for males)
- University degree
- IELTS is a plus

➢ 3-Telecommunication Call Center Account Advisor

Qualifications:

- Very good English
- Fresh graduate
- Able to work on rotational sifts (24/7) for males and till 10:00 PM for females
- Military status (defined for males)
- University degree

➢ 4-Call Center Account Advisor

Qualifications:

- Very good English
- Fresh graduate
- Able to work on rotational sifts (24/7) for males and till 10:00 PM for females
- Military status (defined for males)
- University degree

➢ 5-Technical Support Advisor

Qualifications:

- Very good network background
- Very good English
- Fresh graduate
- Able to work on rotational sifts (24/7) for males and till 10:00 PM for females
- Military status (defined for males)
- CCNA certified (preferred)
- Call center back ground is preferred
- Excellent understanding for all physical problems and its solutions
- University degree related or equivalent certificate is a plus

➢ 6-Medical account advisor – pharmaceutical account advisor

- Graduated from scientific faculty (Pharmacy - Veterinary Medicine – Agriculture – Sciences – Physiotherapy – Chemistry).
- Males must have identified military status
- Interested to work as medical account advisor over the phone
- Ability to work in Cairo.
- Maximum age 35
- Good English speaker

➢ 7-Sourcing Admin

➢ 8-HR Screener

Qualifications:

- Fluent in English
- Fresh grade Bachelor Degree
- Excellent business writing, Negotiation & Communication Skills
- Call center experience minimum 6 months

➢ 9-HR Recruiter

Qualifications:

- 1 year experience in Call Center Company
- Fluent in English
- Excellent business writing emails, Negotiation & Communication Skills
- Flexibility/Organizing Skills / problem Solving & Time Management
- Computer Skills and knowledge of working on Microsoft Excel

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TO APPLY FOR AND KNOW ABOUT THE NEW VACANCIES PLEASE VISIT THE COMPANY`S PAGE ON JOBZELLA

www.jobzella.com/rayacontactcenter/jobs

RE/MAX Plus

For over 45 years now, RE/MAX has been evolving from a single real estate office that opened in 1973, in Denver, Colorado into a comprehensive global real estate network, which today, includes more than 7,900 franchisee-owned and operated offices with over 120,000 sales associates across more than 100 countries. RE/MAX is the world's No.1 brand applying the latest technology and offering the most advanced real estate education and a wide range of business solutions within the real estate market.

RE/MAX Egypt was launched during the second quarter of 2012 despite the political and economic challenges in Egypt, based on the founder's confidence, Mr. Khaled Nasser, in the strength and stability of Egypt's real estate industry.

Through this model and throughout these past years, RE/MAX Egypt has developed to become Egypt's largest and fastest growing real estate company. With our aim to make RE/MAX Egypt a strong brand with multiple locations and offices in Egypt that caters to different demands, locations, market segments, and consumers; we are proud to say that out of 27 governorates in Egypt we are currently present in 6; Cairo, Giza, Alexandria, the Red Sea, Dakahlia, and Gharbia; covering various areas such as Maadi, Zamalek, 6th of October, Mohandessin, New Cairo, all the way to Hurghada, Mansoura, Tanta and much more.

RE/MAX Plus For Real Estate, one of Egypt's best well trained real estate consultants, helps the clients to find the best properties according to his needs over features in order to get the maximum benefit..

Company website: www.facebook.com/REMAX.Plus.Egypt

Address: Khalid Ibn El Waleed street, Southern the Academy, New Cairo

Working Hours: 9am-5pm

Telephone: 02 25381077 / 01030826961

E-mail: ahmed.elkhatib@remax.com.eg

Vacancies:

➢ **1-Real Estate Agent**

Job Description:

- Promote sales of properties through advertisements, exhibitions, and remax.com.eg.
- Compare a property with similar properties that have recently sold to determine its competitive market price.
- Coordinate appointments to show properties to prospective buyers.
- Accompany buyers during visits to and inspections of property, advising them on the suitability and value of the homes/properties they are visiting.
- Arrange meetings between buyers and sellers when details of transactions need to be negotiated.
- Advise clients on market conditions, prices, mortgages, legal requirements and related matters.
- Review property listings, trade journals, and relevant literature, and attend conventions, seminars, and staff and association meetings to remain knowledgeable about real estate markets.
- Contact property owners and advertise services to solicit property sale/rental listings.

Qualifications:

- Representable
- Hard worker
- Smart and confident
- Strong communication skills.
- Talented and Self Motivated
- 1 year experience in real estate
- Preferred who lives nearby New Cairo.

➢ 2-E-Marketing Specialist

Job Description

- Designing digital media campaigns aligned with business goals
- Developing and implementing strategies to increase sales
- Track budgets with an eye towards maximizing gains and reducing costs
- Present and execute creative ideas for marketing activities
- Following market trends and presenting creative ideas
- Analyzing data to report on brand growth
- Making SMS campaign, Email shots, Google Ad

Qualifications:

- Minimum one year experience in Real Estate
- Creativity& ability to generate applicable ideas to achieve marketing goals.
- Very good in English
- Background in moderating pages & creating ads, Email shots, SMS Campaign, Google Ads

TO APPLY FOR AND KNOW ABOUT THE NEW VACANCIES PLEASE VISIT THE COMPANY`S PAGE ON JOBZELLA

www.jobzella.com/remaxplus/jobs

Union Trading Organization

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Company website: www.Ut-o.com

Address: 43 A Kasr ElNil Street – Downtown - Cairo

Working Hours: From 9 am – 5 pm

Telephone: +0223951345 - 012211278814 / 01227793002

E-mail: sales@ut-o.com

Vacancies:

➢ 1-SALES EXECUTIVE

Job Description:

- Conducting market research to identify selling possibilities and evaluate customer needs
- Actively seeking out new sales opportunities through cold calling, networking and social media
- setting up meetings with potential clients and listen to their wishes and concerns
- From 0-1 experience.

Qualifications:

- Excellent knowledge of MS Office
- Thorough understanding of marketing and negotiating techniques
- Fast learner and passion for sales
- Self-motivated with a results-driven approach
- Aptitude in delivering attractive presentations
- High school degree.

➢ 2-SALES MANAGER

Job Description

- Our growing company is seeking to hire a Sales Manager who will be responsible for supervising and organizing our sales team. You will be in charge of managing organizational sales by developing business plans, meeting planned goals, and coordinating with our marketing department on lead generation. You will also be tasked with overseeing the activities and performance of your sales team by tracking sales goals, setting individual sales targets, and facilitate the ongoing training of your salespeople.

Qualifications:

- Bachelor's degree in business or related field.
- Experience in planning and implementing sales strategies.
- Experience in customer relationship management.
- Experience managing and directing a sales team
- From 1 to 3 years of Experience.

➢ 3-ACCOUNT SALES MANAGER

Job Description:

- Responsible for developing long-term relationships with customers and overseeing sales. As a Sales account manager, you should work to satisfy customers' needs and requests, respond to their queries in a timely manner and aspire to deliver a positive customer experience.

Qualifications:

- Manage a portfolio of accounts to achieve long-term success
- Develop positive relationships with clients
- Act as the point of contact and handle customers' individual needs
- Generate new business using existing and potential customer networks
- Resolve conflicts and provide solutions to customers in a timely manner
- Supervise account representatives to ensure sales increase
- Report on the status of accounts and transactions
- Set and track sales account targets, aligned with company objectives
- Monitor sales metrics (e.g. quarterly sales results and annual forecasts)
- Suggest actions to improve sales performance and identify opportunities for growth

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TO APPLY FOR AND KNOW ABOUT THE NEW VACANCIES PLEASE VISIT THE COMPANY`S PAGE ON JOBZELLA

www.jobzella.com/uniontradingorg/jobs

SE Wiring Systems Egypt

Since the founding of Sumitomo Electric Industries, Ltd. in 1897 with copper wire production, we have developed many new technologies and products through innovative R&D activities based on Sumitomo Electric manufacturing technologies for electric wires and power cables. With more than 350 subsidiaries worldwide, we continue to introduce a wide variety of products that fulfill the expectations of society, in five business fields: Automotive, Information & Communications, Electronics, Environment & Energy, and Industrial Materials. We are a Fortune global 500 company.

Company website: https://www.facebook.com/SE-Wiring-Systems-Egypt-Company-Page-285512841557071/

Address: 53 industrial zone 6th of October ,Giza ,Egypt

Working Hours: 8

Telephone: 01098027737

E-mail: hamid.elmallah@sews-e.com

Vacancies:

➢ 1-Senior Planner

Job Description:

- Analyze and plan production schedules, processes, documentation,
- tools, plant and computer software to ensure that these
- operate effectively and are appropriate to meet production targets.
- Recommend modifications to production processes to ensure that
- production standards are maintained and improved to meet
- production and quality targets.
- Review and evaluate new and existing equipment and processes
- to ensure that they are operating accurately and meet production
- requirements and standards.
- Review the engineering process and cost implications of proposed
- new products.
- Recommend any necessary changes to the layout of plant, machinery
- and production processes to improve efficiency, effectiveness
- and product quality.

Qualifications:

- Experience from 1-4 years in planning
- 6 of October resident is preferable
- 2- - Job Title: Procurement Specialist
- Job Description:
- Develop and authorize all purchase orders and ensure compliance company policy and procedure.
- Monitor all purchase orders and maintain effective relationship with vendors, planners and sourcing team.
- Supervise all products and monitor for transport damage and return goods.
- Qualifications:
- Experience from 1-4 years in planning
- 6 of October resident is preferable

➢ 2-HR Manager

Job Description:

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process

- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance

Job Requirements

- 6th Of October Resident is preferable
- Have Experience in all HR functions
- Holding relative Certificate is preferable
- Leadership Skills
- Excellent Communication Skills

➢ 3-Planning Manager

Job Description:

- Develop production plan, budget and timelines according to production specifications.
- Determine equipment, materials and manpower required to complete production target .
- Determine production requirements based on plant capacity and production specifications.
- Ensure a consistent handoff of planning information to the production via the Planners
- Establish and monitor system parameters, including safety stock levels for finished goods and raw material inventories
- Plan work flow and schedules for production departments.
- Identify delays and accordingly adjust schedules to meet deadlines.
- Notify customers on any delays and outages.
- Determine equipment, materials and manpower required to complete production.
- Assist in employee hiring, training, performance evaluation, retention and termination activities.
- Oversee and mentor the Planning Group to ensure a high level of proficiency and development.

Job Requirements

- Bachelor degree in a relevant Major
- Advanced level in MS office
- 6th of October resident preferable
- At least 2-5 years experience in planning
- Leadership skills
- Highly developed analytical and problem solving skills.

➢ 4-Procurement Manager

➢ 5-Training and Development Officer

➢ 6-Accountant

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Xceed Contact Center

Xceed is the leading multilingual BPO and Customer Experience Service Provider in EMEA region with a capacity of 7000 web-enabled multi-channels stations, serving clients covering the US, Canada, Europe and Middle East in (8) different languages (Arabic, English ,French, German, Spanish, Italian , Portuguese & Greek).We currently operate from (8) sites in Egypt & Morocco.

Our Clients enjoy our world class services while maintaining highly efficient costs.

We have extensive experience in numerous industries such as Telecoms, Fast Food, Technology, Tourism, Automotive, Financial Services, FMCG and Health Care, delivering superior quality and value to our clients.

Our services include Customer Contact through Omni Channel & Shared Services (HRO & FAO)..

Company website: www.xceedcc.com

Working Hours: From 10:00 AM To 6:00 PM

Telephone: 0223223800

Fax: 0223223801

E-mail: careers@xceedcc.com

Vacancies:

➢ 1-Conseiller(e) Assistance Technique

Qualifications:

"• La maîtrise de la langue française, fluidité de l'expression orale comme à l'écrit.

• Connaissance des outils informatiques de base.

• Expérience en centre d'appel ou en service à la clientèle serait un atout.

• Flexibilité avec la rotation des shifts (travail de nuit et de week-end/ Variant entre les intervalles de 14h et 5h du matin).

➢ 2-Customer Service Representative

Qualifications:

• Good English Level

• Good communication skills

• Graduates

• Males only

• Maximum Age is 35"

➢ 3-Technical Support Representative

Qualifications:

• V.Good English Level

• Good communication skills

• Graduates

• Males only

• Maximum Age is 30

• Must have technical knowledge."

➢ 4-Personnel Coordinator

Qualifications:

• University Degree in Commerce or Business Administration is preferred

• Perfect command of spoken and written English and Arabic

• 0-1 years of experience in the field of human resources in any of its disciplines

• knowledge of Microsoft Office applications

➢ 5-HR Screener

Qualifications:

• Fluent English is a MUST

• 0 – 6 months HR Experience

➢ 6-Marketing Coordinator

Qualifications:

"• Bachelor's degree in Mass Communications or Marketing.

• Fluent English (both writing & spoken).

• Fluency of French is a plus

• 1 to 2 year of experience in the same field.

• Prior experience with market research or consulting is a plus

• Knowledge of internet marketing.

• High communication skill is required.

➢ 7-Telecommunication Engineer - Junior

Qualifications:

"•B.Sc. Science, Electrical Engineering, Communications

• Technical Certificate or training related to PBXs and data networks

• 1- 3 years-experience in technical support.

• TCP/IP knowledge and basic knowledge of routing and troubleshooting.

• Troubleshooting methods in a mission-critical network environment.

• High sense of customer service and ability to deal with customers

➢ 8-ERP Analyst

Qualifications:

"• Bachelor's degree in a relevant computer science or communications major or Relevant Post Graduate Studies

• Languages: fluent English (oral/written)

• 0-2 yrs. experience

• Excellent knowledge of Developing Applications using .Net Technologies (C sharp or VB.Net) on MS SQL server database

• Knowledge of Java, C, Visual C, PHP, Oracle Database is a plus

➢ 9-Application Developer

Qualifications

Bachelor's degree in a relevant computer science or communications major or Relevant Post Graduate Studies

• Languages: fluent English (oral/written)

• 0-2 yrs. experience

• Good knowledge of Developing Applications using .Net Technologies (C sharp or VB.Net) on MS SQL server database

• Knowledge of Java , C, Visual C, PHP, Oracle Database is a plus

➢ 10-Business Resilience Specialist/Senior Specialist

"• Language Skills: Good command of Arabic and English (oral/written).

• Excellent communication and interpersonal skills.

• Very good analytical and writing skills.

• Must have strong moral and ethical foundation to disclose potentially illegal, criminal and unethical business practices or data

• 1+ years of experience in related field

• Experience facilitating group discussions, training/awareness and exercise scenarios.

• Knowledge of industry standards for the field

Special Certifications:

• CBCP / CISA / CISM / CISSP / CEH is a plus or other related certificate

➢ 11-Procurement Coordinator

• 0-1 Years' experience.

• Bachelor's degree of commerce

• Languages: Fluent Arabic and English (spoken/ written)

• Assertive personality

• Communication skills

• Strong attention to accuracy and detail required.

• MS Office, knowledge of MS Project is a plus

➢ 12-Process Improvement Sr. Analyst

• +4 Years' experience in Quality Assurance is a MUST

• Six Sigma – Green Belt certified is a MUST.

• Call Centre Experience is a MUST.

• Languages: Fluent Arabic and English (spoken/ written)

• Assertive personality

• Communication skills

• Strong attention to accuracy and detail required.

• MS Office, knowledge of MS Project is a plus

➢ 13-Recruitment Supervisor

• +4 Years' experience in Call Center industry is a MUST.

• Languages: Fluent Arabic and English (spoken/ written)

• Assertive personality

• Communication skills

• Strong attention to accuracy and detail required.

• MS Office, knowledge of MS Project is a plus

"

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Yellow Pages

Yellow Media is the official publisher of Yellow Pages branded products in Egypt. Egypt Yellow Pages Ltd- founded in 1991- is the exclusive owner of the Yellow Pages™, Walking Fingers & Design™, YP.eg™, Yellow.com.eg™, Dalili.com.eg™, and Offeratak.com™ trademarks in Egypt. Our home office located in Maadi, Cairo is supported by a dynamic team of over 400 employees, throughout 11 regional offices in Egypt.

Since 1991, Yellow Media has developed into a Local Search Multi Media Company offering its customer base of over 5,000 businesses numerous online and print solutions. All of Yellow Media' products are offered to its user base of millions absolutely FREE while revenues are derived from advertising revenues, revenue share agreements and data sales.

Yellow Pages' display and informational type advertising is a cost effective way for businesses to successfully promote goods and services to the local market. .

Company website: www.yp.eg

Working Hours: from 08:30 to 05:00

Address: Plot 6 A / 18, Intersection of 253 Street and 205 Street, Degla, Maadi, Cairo, Egypt.

Telephone: 19345

E-mail: CustomerCare@Yellow.com.eg

Vacancies:

➢ 1-Digital Media Consultant (Sales Outdoor)

Job Description

- Arranging meetings with potential clients.
- Preparing for appropriate presentations for clients.
- Representing the company at trade exhibitions and events.
- Commitment to the assigned tasks.
- Maintaining and developing relationships with existing clients in person, via telephone calls and emails

Qualifications:

- University degree.
- Min. 1 year of experience is Sales.
- Ambitious and result oriented.
- Good communication skills.
- Good internet knowledge.

➢ 2-Software Engineer (PHP developer)

Qualifications:

- 1+ years experience in web application development with PHP and MySQL
- -BS degree in Computer Science or a similar technical field of study, or equivalent practical experience.
- Experience in developing web applications using at least one popular web framework (Zend, Symfony, Laravel, CodeIgnitor, YII ..., etc)
- Excellent knowledge of OOP, MVC & Design Patterns.
- Experience managing source code using revision control systems. Git is a plus.
- Should be comfortable working in Linux command line.
- Experience in working with Elasticsearch is a plus.
- Strong knowledge and experience in PHP 5 application development as well as familiarity with HTML, CSS, JavaScript, JQuery "required".
- Experience in Adwords API and FaceBook API is a plus.
- Excellent analytical and problem-solving skills.
- Ability to work under pressure.

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Notes

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