

# NILE UNIVERSITY

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

## Nile University is seeking to hire: **Incubation coordinator- NilePreneurs**

### The Successful candidate will:

- Arrange venues and schedules for meetings between all the individuals who will be contributing to a task ·
- Write internal communications documents, including handouts and emails, to inform team members of important notices ·
- Present progress and results of tasks to management and other interested parties in person or in digital format ·
- Complete organizational and management tasks that support the efforts of a variety of projects, campaigns, or events.
- Managing deadlines and progress across the team to ensure the project is delivered on time and as planned ·
- Overseeing the delivery of projects and making adjustments as necessary after coordinating with the direct manager to ensure they are delivered to specifications and high standards
- Collecting and analyzing feedback from stakeholders and other project users to gauge satisfaction and success ·
- Perform other relevant duties as require

### Requirements:

- Minimum one year of experience
- Very good command of written and spoken English Language
- Very good command of MS. Office Applications, especially Word, Excel & Power Point.
- Knowledge of administrative and data management procedures.
- Good problem analysis, assessment and communication skills.
- Judgment, problem solving and decision-making skills.
- Excellent planning, organizing time and work management

### To Apply:

Applicants must submit their CV to [careers@nu.edu.eg](mailto:careers@nu.edu.eg) , and mention the title of the job in the subject of their email.

## For More information

<https://www.nu.edu.eg/main/jobs-at-nu/>