

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:

Media Unit Technician- NilePreneurs

The Successful candidate will:

- Ability to set up and operate professional audio and/or video recording equipment
- · Ability to gather data, information, prepare reports and be responsible for archiving.
- · Skill in the use of personal computers and related software applications
- · Ability to maintain calendars and schedule appointments
- · Video production and Computer skills
- · Ability to provide formal and informal instruction to non-technical personnel in the use of computer hardware and/or software

Requirements:

- 3 years’ experience holding a similar post
- +5 years of experience directly related to the duties and responsibilities specified
- Excellent Arabic / English Written and verbal
- 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 , 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/>