

## RECEPTIONIST

Ready to lead a new era in African football?

You believe you have the educational background and professional experience to elevate the organization to the highest international standards? CAF is looking to recruit a **receptionist**.

This role is a **part-time contract** (50% basis).

### Responsibilities:

- Welcome visitors by greeting, welcoming, and directing them appropriately.
- Answer, screen, and forward incoming phone calls.
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Efficient management of all CAF internal meeting rooms.
- Perform other clerical/administrative receptionist duties such as filing, photocopying, transcribing, and faxing.
- Close cooperation with event coordination, Facilities and Facilities-AV (technology).
- Support the daily routine, sickness, and vacation replacements for all Reception areas.
- Keep detailed and accurate records of visitor requests and of calls received.
- Receive deliveries; sort and distribute incoming mail.
- Order front office supplies and keep inventory of stock and maintain the general office filing system.

### Requirements:

- Bachelor's degree in Business Administration, or equivalent.
- Completed vocational training (commercial training is an advantage).
- Fluency in CAF official languages: English, French, and Arabic.
- Proficient computer skills, including Microsoft Office as well as ERP.
- Practical experience in the field of guest reception & assistance is an advantage.
- Practical experience in international companies is an advantage.
- Strong level of proactivity with a strong sense of accountability and integrity.
- Calm, representable, and independent.
- Team player and solution oriented.

**We offer:**

- An interesting and varied job in an exciting and innovative international organization.
- Attractive employment conditions.
- The opportunity to be part of a highly committed international team.
- Quality social security coverage.
- An excellent pension schemes.

The position will be based at CAF headquarters in Cairo, Egypt. Qualified applicants will be considered for employment without regard to gender, race, age, skin colour, nationality, religion, sexual orientation, or on any other grounds.

If you have the necessary qualifications and are keen to work for a top international sporting organization, submit your application in English (Motivation Letter, CV, Diplomas, and Reference Letters).

Only direct applications who meet all the required criteria will receive consideration, please send your C.V. to [careers@cafonline.com](mailto:careers@cafonline.com).

**Application deadline 20/11/2022**