

# Embassy of the Arab Republic of Egypt in Prague

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## JOB VACANCY – SECRETARY

### Job description

- Perform different kinds of communication (telephone calls/fax/e-mails/social media).
- Taking part in the organisation of the Embassy's events.
- Translation.
- Following up on various media resources.
- Taking notes in meetings.

### Requirements

- A University degree.
- Advanced level of Czech and English languages (spoken and written).
- Knowledge of MS Office applications.
- Effective interactive communication skills.
- Strong sense of responsibility and ability to adapt in a professional work environment.
- Strong motivation to learn and develop.
- Arabic as an additional language is an asset.

Applications, including personal resumes, cover and reference letters, should be sent to **[egembassy.prague@gmail.com](mailto:egembassy.prague@gmail.com)**.