INTEGROMED
Integrated Medical Solutions

Integromed is a one-stop-shop provider of customized solutions for healthcare facilities with headquarters in Leipzig/Germany. For our office in Cairo (Elsheikh Zayed), we are looking for a:

Data entry specialist/clerk

(m/f/d)

You should have the following skills and qualifications:

- Experience: 0-2 years
- Good command of Microsoft office
- Attentive to details

Your tasks include:

- Entering the offers data on the system “SAP”
- Archiving all the department data on the server and update it frequently
- Filling the offers database (Excel)
- Collecting catalogues & datasheets

Interested candidates are welcome to send their updated resumes with a recent photo to sarah.embaby@integromed.de

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