

Dear FTE Friends,

We currently have four job openings at FTE, If you know of candidates who are interested in any of the posts below then please forward this email to him/her... Thanks.

### **THE COMPANY:**

Fair Trade Egypt Ltd (FTE Ltd), born in 1998, is a small size local **fair trade** company that aims to empower local communities by offering disadvantaged artisans marketing and support services. ECC/FTE Ltd promotes the application of Fair Trade principles as a cultural, social and environmentally responsible business ideal.

FTE Ltd is a founder and affiliate for Fair Trade Egypt Foundation (FTE) and is committed to provide sales and marketing opportunities for products produced under the framework of Fair Trade (FT) principles and practices.

For more info about us, Fair Trade, artisans or products, please visit our website at: [www.fairtradeegypt.org](http://www.fairtradeegypt.org) or drop by our Zamalek showroom at 27 Yehia Ibrahim, st. off 26th of July, Zamalek. apt. 8.

### **AVAILABLE POSTS:**

#### **1- OPERATION COORDINATOR:**

Responsible of ensuring effective internal operations of the company through leading the financial and supply chain teams and operations. This includes but not limited to: developing supply chain internal processes/systems, monitoring purchase and stock indicators, overall responsibility of orders timely delivery to clients, clients ordering communication, shipping Co. relations, stock control and count reviews, accountant supervision & monitor and financial reviews & reporting.

\*At least 3 years & no more than 6 of experience preferably in finance. Excellent communication skills both verbal and written - Arabic & English. Good problem solving and decision making skills.

Interested candidates or for more information, please send your C.V. or contact Mona El-Sayed at [melsayed@fairtradeegypt.org](mailto:melsayed@fairtradeegypt.org)

#### **2- ACCOUNTANT:**

Basic duties include, but not limited to: responsible of daily cash in & out , payables & receivables, data entry, bank liaise, bank reconciliations and administrative tasks & documentation.

\*Required experience between 1 to 3 years in accounting. Experienced user of office and software. At least fair written and spoken English.

Interested candidates or for more information, please send your C.V. or contact Mona El-Sayed at [melsayed@fairtradeegypt.org](mailto:melsayed@fairtradeegypt.org)

#### **3- STOCK OFFICER:**

The stock officer will be responsible for actual receiving, quality check, coding, labeling and packaging of products (handicrafts). He will be responsible for data entry and filing for stock activities.

\*No experience required. Good knowledge of computers and office software. Male.

Interested candidates or for more information, please send your C.V. or contact May El-Sadek at [melsadek@fairtradeegypt.org](mailto:melsadek@fairtradeegypt.org)

**4- SHOWROOM MANAGER - Short Term:**

Due to the fact that our showroom manager is on a maternity leave for the next few months, we are looking for a replacement for our retail shop in Zamalek. Basic duties include but not limited to showroom sales & promotion, attendance to customers and operational management of the showroom.

*Working hours for this post is:*

*\* Sunday-Tuesday: 9am - 5pm*

*\* Wednesday & Thursday: 12am - 8pm*

Interested candidates or for more information, please send your C.V. or contact May El-Sadek at [melsadek@fairtradeegypt.org](mailto:melsadek@fairtradeegypt.org)