

Administrative Manager at Gvahim- replacement for maternity leave

Gvahim is a non-profit organization dedicated to supporting new immigrants to Israel. Our expertise lies in assisting newcomers from diverse backgrounds with their career and employment needs. We are committed to providing comprehensive support to ensure a smooth and successful integration into Israeli society.

About the Role:

We seek an organized and energetic Administrative Manager to oversee office management and maintenance, coordinate key functions, and ensure the smooth day-to-day operations of our company. The ideal candidate is a people person with excellent communication skills in Hebrew and English, bringing a positive and proactive approach to their work. This role is pivotal in providing support to the Finance and HR teams, managing vendor relationships, and enhancing the overall work environment.

Key Responsibilities:

- Oversee office management, ensuring a well-maintained, organized, and welcoming work environment.
- Serve as the first point of contact for client communications, providing information and assistance as needed.
- Coordinate and schedule multi-participant meetings, managing logistical needs.
- Support the Finance team by processing invoices and maintaining financial records.
- Assist the HR department with administrative tasks, employee onboarding, and event planning.
- Manage annual company events, contributing to their smooth execution.
- Act as liaison with technical vendors, coordinating maintenance and service requests.
- Arrange and coordinate international travel logistics for employees, including flights, accommodations, and itineraries.

Qualifications:

- **Experience:** 2+ years in an administrative or office management role, ideally within a fast-paced or dynamic environment.
- **Languages:** Fluent in Hebrew and English, with strong verbal and written communication skills.
- **Skills:** Exceptional organizational abilities, attention to detail, and a proactive mindset.
- **Attributes:** Positive, people-oriented, reliable, and able to handle multiple tasks efficiently.

If you are a driven and personable administrative professional who excels in a collaborative environment, we encourage you to apply and become a vital part of our team.

Part-time job- 75% | Raanana | Starting December 15th,2024 for 6 months

To apply, please send your CV to: jobs@gvahim.org.il