



## JOB DESCRIPTION

**Position:** Office Manager

**Contract Type:** Full-time employment

**Location:** IsraAID Headquarters, Tel Aviv, Israel

**Starting date:** Immediate

**Duration:** 1 year

### JOB BRIEF

IsraAID – an Israel-based international non-profit, non-governmental humanitarian aid agency – is looking for an Office Manager for its offices in Tel Aviv.

This is an exciting opportunity to play a crucial role in supporting the day-to-day running, as well as the development, sustainability and growth, of one of the leading humanitarian aid organizations in Israel, dedicated to supporting populations in crisis around the world.

The Office Manager coordinates and oversees the organization's administrative duties and office procedures, while maintaining a pleasant work environment and ensuring high levels of organizational effectiveness, communication and safety.

### DUTIES AND RESPONSIBILITIES

#### I. Office Management

Office Manager duties may include but are not limited to the following:

- Schedule meetings and appointments
- Be the first point of contact for general communications by phone and email
- Greet visitors and be the first point of contact for guests in the office
- Organize the office layout, order stationery and equipment and administrate basic logistics (facility management, including cleaning, catering and security services)
- Maintain the office's good condition and arrange for necessary repairs
- Address employees' queries regarding office management issues (e.g. stationery, hardware and travel arrangements)
- Assist in the onboarding process of new hires
- Work closely with the Operations Director on a variety of administrative and organizational tasks, including contracts management (vendors, suppliers etc.)
- Assist HR to plan in-house or off-site activities, events and conferences
- Manage day-to-day storage inventory
- Assist the Emergency Coordinator in managing the emergency response inventory and help ensure immediate readiness for deployment
- Prepare reports and materials for Board and Committee meetings



## II. **Finance**

- Work closely with the Finance Department, the organization's accountant, and the organization's bank to perform financial operations
- Administrate monthly supplier payments and contracts
- Administrate monthly reimbursements to employees and volunteers

Due to the nature of the organization, the candidate should be prepared to undertake any other duties as required.

## **QUALIFICATIONS & REQUIREMENTS**

- High level of fluency in Hebrew and English is mandatory
- Technical aptitude and quick learner of different platforms. Experienced with Google Suite and MS Office
- Ability to work in a high-pressure environment with frequent urgent deadlines
- Excellent logical and methodical organizational skills
- Strong interpersonal skills and the ability to interact effectively with diverse stakeholders
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- A creative mind with an ability to suggest improvements
- A positive and energetic attitude
- Eagerness to learn and openness to constructive feedback and differing points of view
- Effective working relations and capacity to support work conducted by the team
- Proven experience as an Office Manager, Front Office Manager or Administrative Assistant
- Knowledge of office administrator responsibilities, systems and procedures
- Relevant studies or certification

**To apply please email your CV and cover letter to [HR@israaid.org](mailto:HR@israaid.org).**