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23-Jan-22

**ZutaCore** is looking for new talents to join the team. **ZutaCore** is a fast-growing startup company that develops novel Direct-on-Chip cooling systems for compelling unmet needs in the booming data center market.

We invite you to join our purpose-driven culture. A culture of passion and optimism. A culture of caring about our customers and each other.

* We are bound by a shared vision and a strong culture
* We are committed to the highest quality standards for all our products and services
* We consistently provide the best service in our industry
* We believe everything is possible
* We play as one, and we are all a part of a winning team
* We are proactive and take responsibility

# Job description

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| **Job Title:** | Office Assistant |
| **Department:** | General |
| **Reporting to:** | Office Manager |
| **Location:** | Sapirim industrial park, Shaar hanegev (Near Sapir College, Sderot) |
| **Job Scope:** | Full-time |
| **Availability:** | Immediate |

# Responsibilities

* Manage the administrative tasks of the firm and support senior management.
* Manage agendas, travel plans, and appointments for upper management.
* Manage emails, letters, packages, phone calls, and other forms of correspondence.
* Support bookkeeping and budgeting procedures for the company
* Create and update databases and records for financial information, personnel, and other data
* Track and replace office supplies as necessary to avoid interruptions in standard front office procedures.
* Working with suppliers such as leasing companies, restaurants, procurement, etc.
* Submit reports and prepare proposals and presentations as needed.
* responsible for scheduling various meetings between employees and clients and often manage the meeting room schedule as well.
* administrative tasks, ensuring the rest of the staff has adequate support to work efficiently.
* Assist colleagues whenever there is an opportunity to do so.

# Qualifications

* Excellent time management and organizational skills.
* Proven excellence as an office assistant, office administrator, or in another relevant position
* Outstanding abilities to communicate in person, in writing, and over the phone.
* Flexibility and the ability to prioritize new tasks as they come in.
* Interpersonal communication.
* Time management.
* Familiarity with common procedures and basic account principles used in the office.
* Knowledge of Microsoft Office and other office management tools and applications.
* 1-2 years of experience in an administrative position – required.
* High-level English for correspondence and conversation – required.

# Contact Details:

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