

## Local assistant

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Company: Merck KGaA, Darmstadt, Germany

Location: Herzliyya

Category: other-general

Temporary position for 8 months with an option to become permanent ! The pharmaceutical company Merck is looking for an office manager and an CEO assistant. As part of the job:- - Managing the CEO's calander, schedule meetings, preparing presentations for meetings when necessary.- Preparing management meetings.- Dealing with service providers (Cellcom/ the leasing company, etc.)- Responsibility for the maintenance of the office - Ordering food for the office and organizing food for meetings.- Booking flights for all employees and organizing flights and accommodations for the CEO- Onboarding for new employees (equipment preparation, work station).- Assisting to the welfare manager Requirements:- Experience as an office manager - at least 3 years- Representativeness and organized - Assertiveness- English – speaking level

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