

## Office Manager & HR Operation

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Company: Maof HR

Location: HaSharon

Category: other-general

a global hightech comapny

is looking for a bright, energetic, and highly organized Office Manager & HR Operation to join our HR team, reporting to the VP HR

### Roles & Responsibilities:

#### Office Management:

Staffing the reception and welcoming all visitors.

Responsibility for the office's administrative management - work with suppliers and service providers, order office equipment & food supply.

Manage the Office cleaning company and take care of the office's daily maintenance.

Responsible for handling the different departments' purchase requests and follow up

Work with the accounting team, petty cash, credit expense management, and tracking payments and orders.

Responsible for various administrative tasks related to operations, logistics, and facilities, such as cars, parking, shipments and deliveries, travel, payments, and more.

Support employees and visitors with travel arrangements, flights, accommodation, and trip agenda

## HR Operation:

Active role as part of the HR team

Support the different HR activities - employee experience, welfare, gifts, happy hours, company events, and internal communication.

Responsible for HR processes, including new hires onboarding, off-boarding, HR procedures, projects, etc.

Maintain and ongoing updates of the company's HR platforms. HiBob, Comeet

## דרישות

At least one year of experience in administration roles in high-tech companies

Experience with different office management responsibilities

Previous experience in organizing welfare activities

Positive attitude, service-oriented, great team player, people person

Highly organized, with attention to details

Good at prioritizing tasks, ability to multitask in a dynamic environment

Independent judgment, discreet and confidential

Strong oral and written communication skills both in Hebrew and English

Excellent command of Office programs (Word, Excel, PowerPoint)

Experience with Priority ERP - an advantage

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