



CollPlant Biotechnologies

WE'RE HIRING!

Office manager

Collplant Biotechnologies is developing technologies in the fields of regenerative medicine, 3D bioprinting of tissues and organs and medical aesthetics. We are looking for a professional Office manager to join us at our site in Rehovot.

Job description

- Manage and optimize daily office operations to ensure efficient functioning, including but not limited to facilities management, supplies procurement, equipment maintenance, and vendor coordination.
- Responsible for travel arrangements (inbound and outbound) and hosting (accommodations/ transportation).
- Front desk reception for guests and vendors.
- Collaborate with HR to assist in onboarding new employees as well as welfare activities.
- Handling invoices and demands in Priority system.
- Assist in monitoring and managing office-related budgets, expenses, and cost-saving initiatives.
- Hosting – Drinks and refreshments for guests / Management meetings
- Respond to varied inquiries from external and internal interfaces
- Part of company Admin team – Support in different projects as needed

Education and experience requirements

- At least :2 years relevant professional experience in similar positions
 - Bachelor's degree.
 - Excellent English- written and verbal.
 - Detail oriented and ability to work in a fast-paced environment.
 - Able to work independently, follow tasks through to completion.
 - Very good knowledge of Office and Priority.
 - Excellent communication and interpersonal skills, capable of interacting with employees at all levels.
 - A people's person- responsible for creating a welcoming and engaging environment for both internal team members and external stakeholders.
- Please send your CV in the attached link <https://wkf.ms/3LcuQSP>