



CollPlant Biotechnologies WE'RE HIRING!

Personal Assistant to the CEO & Deputy CEO

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 talented and highly motivated lab analyst to join our Analytical department.

Responsibilities and duties:

Assistant to the CEO and Deputy CEO&CFO with daily administrative duties including:

- Handling Complex Calendar management.
- Organizing Company Board and committee meetings.
- Managing all travel aspects including hotels, flights, conferences registrations and visitors' logistics.
- Assisting in the company's welfare occasions.
- Other administrative back-office tasks as needed.

Experience /Knowledge/Educational Requirements:

- Fluent English and Hebrew both spoken and written.
- BA degree.
- At least three years of proven experience in providing support to executive management.

Skills and Abilities:

- Strong organizational skills that reflect ability to work in a multi-tasking environment.
- Strong interpersonal skills
- Ability to work independently and with professional discretion.
- Ability to work under pressure.
- Good oral and written communication skills.

Join us: careers@collplant.com