

**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

<b>Job Title:</b>	Administrative Assistant
<b>Department:</b>	General
<b>Reporting to:</b>	HR & Office Manager
<b>Location:</b>	Sapirim industrial park, Shaar hanegev (Near Sapir College, Sderot)
<b>Job Scope:</b>	80% Position
<b>Availability:</b>	Immediate

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## Responsibilities

- Administrative support: providing daily administrative support to the management team or specific departments within the organization. This includes managing calendars, scheduling meetings, organizing meetings, and handling correspondence.
- Communication and correspondence: The administrative assistant must answer phone calls, answer emails, and handle other forms of communication on behalf of the organization. Deliver messages efficiently and prioritize requests and responses in a timely and accurate manner.
- Document Management: Design, edit, and proofread documents such as memos, reports, presentations, and other business materials. Maintain electronic and physical document filing systems while ensuring proper organization and confidentiality.
- Data entry and record keeping: Entering and accurately updating data in various databases, spreadsheets, or other systems. Keeping records, files, and documentation well organized facilitates



easy retrieval when needed.

- Office operations: supervision of general office activities, including management of office equipment, equipment and inventory. Coordination of maintenance and repairs for office equipment and facilities as needed.
- Travel and logistics: The administrative assistant must assist in travel arrangements, including booking flights, accommodation, and transportation for employees or visitors. Prepare travel itineraries, travel expense reports, and other related documents.
- Support for meetings and events: coordination and support for meetings, conferences, and events. This may include organizing logistics, preparing meeting materials, booking venues, and coordinating with attendees.
- Administrative projects: Assisting with special projects and tasks as needed. This may involve conducting research, preparing reports, analyzing data, and supporting various initiatives.

## 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.
- 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:

[jobs@zutacore.com](mailto:jobs@zutacore.com)