

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

Job Title:	Assistant to HR and office manager
Department:	General
Reporting to:	HR & Office Manager
Location:	Sapirim industrial park, Shaar hanegv (Near Sapir College, Sderot)
Job Scope:	Full time, 6 Month Position- Maternity Leave Replacement
Availability:	Immediate

Responsibilities

- Manage the administrative tasks of the firm and support senior management.
- Manage agendas, travel plans, and appointments for upper management.
- Manage emails, letters, packages, phone calls, and other forms of correspondence.
- Track and replace office supplies to avoid interruptions in standard front office procedures.
- Working with suppliers such as leasing companies, restaurants, procurement, etc.
- Responsibility for posting jobs on all platforms and performing sourcing.
- Filtering and sorting resumes, telephone interviews, and accompanying candidates.
- Treatment of the employee's life cycle, absorption process, termination of employment, treatment of the individual
- 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.
- Time management.
- Experience in recruitment in the field of HR.
- Knowledge of Microsoft Office and other office management tools and applications.
- 1 year of experience in an administrative position – required.
- High-level English for correspondence and conversation – required.

Contact Details:

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