

## Office Administrator

**Visic Technologies is a startup company leading GaN power transistors which are the building blocks of unparalleled efficiency gains in the powertrain of electric cars.**

### Office administration tasks:

- Responsible for office visibility and day-to-day management of all office logistics and vendors (food & kitchen, IT, office equipment, shipments, managing vendor relationships, invoices, parking, and deliveries)
- Handling invoices, expense reports and opening purchase orders
- Work closely with HR manager on managing employee's office needs, assist with planned events & various projects, Support various company activities and tasks.
- Manage and maintain office services (office maintenance and facilities)
- Perform other administrative duties and special projects as required

### Job requirements:

- At least 1 year experience in an administrative/office position.
- Previous experience in a high-tech / start-up company - An advantage
- English – High level
- Microsoft Office (Outlook, Word, Excel & Power Point) – High level
- Team player
- Strong organizational and planning skills.
- Ability to multi-task, organize, and prioritize work
- Excellent verbal and written communication skills, in both Hebrew and English
- Proficiency with Microsoft Office Suite (Excel, Word, PowerPoint)

Job Type: Part-time

Work Location: Nes-Ziona

Email your CV to: [Lizi.cohen@visic-tech.com](mailto:Lizi.cohen@visic-tech.com)

