

באמדוקס רעננה מחפשים עוזר/ת אדמיניסטרציה למשרת ערב חלקית – ימים שני, שלישי וחמישי 15:00-20:00.
הזדמנות נהדרת לעבוד בחברה גדולה ולהיות חשופים לתחומים מרתקים ואנשי מפתח בעולם ההייטק. המשרה מאוד מתאימה לסטודנטים/יות אשר מחפשים עבודה במהלך התואר.
מזמנים לפרסם בקרב הסטודנטים שלכם עם כתובת המייל:
ronit.elisar@amdocs.com

לפרטים נוספים על המשרה:

Amdocs Raanana is looking for Personal administrative assistant for Monday, Tuesday and Thursday – 15:00 - 20:00

The Administrative assistant handles a broad spectrum of responsibilities related to the Services unit
Coordinate and organize the divisional president schedule and lead ongoing daily activities:

- Schedules meetings/ interviews- Assists with visitors and customers - Handles documentation and filing- Organizes material for staff meetings, including preparation of m Organizing and handling hotel, and travel arrangements for business trips - Maintains a strong back office during the manager's travels
- Logistics support for all employees: - Examples: Manages office equipment, provides Welcome kit for new employees, provides Help Desk assistance, manages Outlook distribution lists, assists with Guest Visit, orders business cards
- Organizing and handling hotel, and travel arrangements for business trips - Maintains a strong back office during the manager's travels

Critical Experiences and skills:

- Administrative and logistics support for management and employees
- A high degree of proactiveness, professionalism and strong work ethic coupled with a sense of responsibility and integrity.
- Proficiency with Microsoft Office computer programs, specifically MS Office
- Some practical business/administrative experience
- Excellent meeting planning, project management, and organizational skills.
- Out of the box thinking and ability to use common sense and take decisions on feet.
- partner as a team player