

Administrative Assistant

Corporate Israel

As our business is growing, we are looking for a multi-talented & multi-tasking individual to join our Team as Administrative Assistant reporting to the COO
What will you actually be doing?

- Direct support to the COO with operational and administrative responsibilities
- Support HR processes
- Managing schedules across the organization and organize meetings and appointments, often as a follow-up to other meetings, appointments and events
- Respond promptly to internal and external information requests
- Spearheading office duties including managing office layout, supplies, and assisting with office maintenance and new employee integration
- Full ownership regarding logistics/ bureaucracy/ - regarding personal and business issues
- Handle travel arrangements + expense reports

What should you bring to the table?

- Excellent organizational skills and the ability to multitask. Ability to organize and plan own work
- 3+ years of experience in Administrative Assistant/ HR Admin positions
- High level of discretion in handling confidential information
- English and Hebrew as native language or equivalent
- Exceptional interpersonal and communication skills, to enable professional interaction with a wide range of contacts, both internal and external
- Excellent attention to detail, with the ability to maintain a high level of accuracy
- A flexible, pro-active approach to work including the ability to prioritize and re-prioritize
- Excellent IT skills, including a working knowledge of Microsoft Office Word, Excel and PowerPoint
- B.A

Who We Are

BlackSwanTechnologies.ai is a uniquely positioned data science and Intelligence insights product company. In our primary application, we offer enterprise level AI empowered Business Applications to data intensive organisations. We are currently building the world first Cloud AI Operating System (CAIOS) and a Digital Transformation platform (ELEMENT), which, without much fuss, are already serving some of the world's leading financial institutions. Our advantage lies in an unbelievable blend of human assets, science, engineering, and SaaS capabilities that align very well with a starved industry.

To help you succeed, we provide a supportive environment that fosters collaboration between teams and team members, where learning and professional growth is considered a key part of your success, and of ours. We offer a flexible work environment with a family-friendly work-life balance.

We relentlessly solve problems. We win together.