

972-54-6661790

<https://www.linkedin.com/in/ricky-levy-b8b27698/> (LinkedIn)

Top Skills  
Operations Management  
Facility Management  
Office Management  
Administration Management  
Human Resources

Languages

Hebrew  
English

# Ricky Levy

## Office Manager

Israel



## Summary

Expert Office Manager, with more than 20 years of experience in global and local software/high tech/startup (and other) companies, working in the leading and well-known companies in Israel. I bring an extensive experience in managing and operating an office from the smallest detail to the largest projects in general.

- A “Can-Do” attitude with the ability to prioritize and work under pressure within a fast-paced changing environment
- Excellent inter-personal and communication skills, motivated and enthusiastic team player, with multi-tasking abilities and problem-solving skills within time and budget restrictions
- Managed to build close sustaining working relationships, based on trust and respect, with various corporate functions like IT, People team, Finance department and others
- Energetic, People-oriented approach, Proactive, Problem solver with great attention to details and Outstanding organizational ability

## Experience

**Clair Labs** (start up - medical)  
Office & Operation Manager  
2021 - 2023 (2 years)

**A Home for Every Child** (a nationwide non-profit organization)  
Office & Operation Manager  
2020 - 2021 (2 years)

**GKH - Gross Law Firm**  
Executive Administrative Assistant  
2017 - 2019 (2 years)

**STK** (bio-ag technologies)  
Office and Operation Manager & P.A.  
2012 - 2016 (4 years)

**Ness Technologies**  
(12 years)  
(2) Projects Controller  
2003 - 2009 (6 years)  
(1) Senior Secretary of the Division Manager  
1997 - 2003 (6 years)

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## Operations and HR main roles:

- Experience of working cross functionally and effectively with senior management
- Operation, Maintenance and Logistics : Negotiating with suppliers/vendors and outsourcing companies (cleaning services, electricity etc.)
- Direct dealings with city authorities (Arnona & City Taxes, Water)
- Establishment, implementation and management the time reporting system
- Office Management - Facility management - responsible for daily operation of the office
- Purchasing office equipment & Complex Purchase/Import from abroad (and with the Israeli Customs)
- Supervising the daily Operation of the Israeli site
- Responsible for ongoing and efficient management of the office (including the secretary)
- Supervision on the total budget, milestones and schedule of the entire project, architecture design and interior design, handle bids and contracts
- Travel abroad coordination (flights, hotels, vehicles etc.)
- Meetings coordination (complex calendars)
- Finance - working with an outsourcing accounting firm and bookkeeping (on a day today basis)
- Handling company cash flow - all bank statements, bills and payments, wire transfers, exchange rates, Salaries.
- Assistance to the Finance Department on various issues and projects, including closing an annual financial report, Chief Scientist's & the Innovation Authority's reports, and preparing everything required on an ongoing basis for the CPA.
- Office Expansions - Managing Israel office multiple expansions. (Direct supervision with suppliers, designers, architects, construction contractors, etc.)
- Wellbeing, Welfare & community activities - Producing & managing events, Welfare activities & benefits: Events, birthday/ holiday gifts, happy hours, fun days & Special initiatives, etc.
- HR activities including salary updates, and other compensations (social benefits, cell phones, lease cars etc.)
- Budget Management – Manage, track and forecast budget for Israel Facilities, as well as supporting the Israel site budget
- New employees' offers/contracts (including contractors)
- Develop, implement, and monitor Human Resources policies, procedures and programs consistent with company objectives

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## Education

Zinman College of Physical Education and Sport Sciences at the Wingate Institute  
Senior Yoga Teacher - Vijnana Yoga) (2018-2021)

The Open University of Israel  
Economics and Business Management (2005-2007)

Reidman College  
Yoga Instructor - Iyengar Yoga (2011)

Kavim -The Architecture & Design Institute  
Interior Design (2009-2010)

Avni Institute of Art & Design  
Architecture & Interior Design (2007-2008)

## Other Skills

- SAP (FI, CO, SD, HR)
- Priority (+ Priority Zoom)
- Master Plan
- Hashavshevet
- MS Office - Excel, Word, PowerPoint, Outlook
- AutoCAD, SketchUp, Photoshop