

NIV MOALLEM



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ID 209395722
TEL AVIV

LANGUAGES

Hebrew: Native Speaker
English: Fluent

PERSONAL PROFILE

I'm a true people person with excellent interpersonal skills, a strong work ethic and a deep desire to contribute to any organization I'm a part of. I'm a devoted team player who loves working on various projects with other professionals. Ideally, I would always strive to make an impact and witness positive change through the work I do. Currently searching for new and exciting challenges where I would be able to fully realize my potential and skill set.

PROFESSIONAL EXPERIENCE:

2023: Administrative Manager W.C.G

- Ongoing management of the office including administrative support for the entire team and the management.
- Ownership of all aspects related to the operation of the office and the company budget.
- Supervising the office cleaning and maintenance with vendors and service providers to ensure timely delivery of goods and services for the office maintenance.
- Manage the onboarding process A-Z, ensure smooth and efficient process.
- The welfare of the company's employees with a special focus on employee involvement and the company's culture is put into practice with an annual events program, which includes employee-focused activities, celebrations, happy hours and team building events while effectively managing the budget.

2022-2023: Office Manager and Assistant to the President, Chamber of Insurance Agents in Israel

- Provides administrative support to the manager and other managers as needed
- Maintaining a schedule and calendar of the leaders in the company (including daily and long-term management of projects and meetings)

- The day-to-day management of the office, welfare, refreshments, computing, couriers, cleaning providers and all the company's personal care with an emphasis on
- administrative support for the company's employees and managers. Answers, responds or monitors incoming calls, messages, requests and correspondence - scheduler,
- Organizes and coordinates meetings for most external meeting Follow-up and collection of required information in preparation for discussions/meetings and evaluations accordingly.

2019-2022: HUMAN RESOURCES OFFICER, IAI CONSTRUCTION WING (FIRST SERGEANT)

- Administrative management of the Commanding Chief's office (meeting schedule, external reviews, conference production, day to day operations with external IAI offices and branches).
- Building and leading cross-unit recruitment processes and developing HR management of senior officers.
- Providing support and assistance with any IDF and/or external IDF related issues.
- Budget & salary control vs. unit's budget.
- Dynamic day to day work which requires meeting deadlines and flawless execution of a wide array of projects.

MILITARY SERVICE

2017-2019: Recruit Squad Commander