

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)

Top Skills

Operations Management
Facility Management
Office Management
Administration Management
Human Resources

Languages

Hebrew
English

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

Top Skills

Operations Management
Facility Management
Office Management
Administration Management
Human Resources

Languages

Hebrew
English

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