



TAMID GROUP

עוזר מנכ"ל / Ozer Man"kal

Job Description

Tel Aviv, Israel

TAMID Group seeks an energetic, motivated, articulate, and organized professional to serve as Ozer Man"kal / עוזר מנכ"ל. This individual will serve as the right hand to TAMID Group's CEO, accountable for helping him drive TAMID to achieve its strategic goals by expanding the CEO's capacity and focusing his efforts.

About TAMID Group:

TAMID Group facilitates experiential education and cultivates relationships to create a strong, lasting connection to Israel for emerging professionals. This takes place through a series of programs aimed at college students and graduates:

1. A comprehensive education curriculum
2. Pro-bono consulting for Israeli startups
3. Capital market investment research
4. A summer internship program in Israel
5. Professional and social networking with TAMID students after they graduate

Detailed Job Responsibilities:

- Managing the prioritization of the CEO's work and increasing his capacity by:
 - Serving as the CEO's point person for projects involving senior leadership and TAMID's various teams.
 - Facilitating the CEO's management of a portfolio of major donors and foundations
 - Coordinating the CEO's relationships with high-level executives in the Israeli ecosystem
 - Scheduling meetings, accompanying the CEO to meetings, and working with the board, as needed.

The ideal candidate will have:

- Bachelor's degree (preferred)
- 3+ years of related work experience
- Fluency in English and Hebrew
- Good written and oral communication skills
- Strong organizational skills, including ability to prioritize
- Passion for the work and mission of TAMID Group
- Experience with strategy, operations, or budgeting a plus

TAMID is offering competitive salary and benefits commensurate with level of experience, with an expected range of 12-15,000 NIS .To apply, please submit a resume and cover letter through [this form](#).

TAMID is an Equal Opportunity Employer. The organization does not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, sexual orientation, or national origin.