



TAMID GROUP

Company Relations Associate (Maternity Leave Cover) – TAMID Group Israel

Duration: 6 months (Full-Time)

Location: Hybrid (1 day/week in-office in Tel Aviv)

Overview

Ensure continuity of TAMID's Company Relations operations by executing key functions that contribute to the success of TAMID's programs. The temporary associate will manage outreach to partner companies, maintain CRM and tracking systems, coordinate communication workflows, and provide account support. The ideal candidate is a quick learner, highly organized, and able to operate professionally in a fast-paced environment.

About TAMID Group

TAMID 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:

- A comprehensive education curriculum
- Pro-bono consulting for Israeli startups
- An Israel-focused investment portfolio
- A summer internship program in Israel
- Community, professional development, and Israel engagement for alumni

Key Responsibilities

Outreach Execution

- Send recruitment emails to prospective companies using pre-approved templates
- Conduct timely follow-ups and schedule onboarding calls
- Maintain organized records of outreach and follow-through

CRM & Platform Maintenance

- Log all communication and activity in internal systems (Salesforce, Monday)
- Monitor and update company statuses to support transparency and reporting
- Track and resolve support tickets

Account Management Support

- Support engagement with lower-touch partner companies
- Respond to routine inquiries; escalate complex issues when necessary
- Send periodic check-ins and maintain engagement throughout the program lifecycle

Event Support



TAMID GROUP

- Attend ecosystem events on behalf of TAMID
- Support TAMID professional workshops and events in the summer during our flagship Fellowship program

Ideal Candidate Profile

- 1–2 years of experience in operations, business development, client success, or program coordination
- Strong organizational skills and attention to detail
- Excellent written communication skills; comfortable customizing email templates
- Fast learner; able to navigate CRMs, spreadsheets, and task management tools
- Experience in a startup, nonprofit, or student-led organization is a plus
- Bachelor's degree preferred

Salary: ₱9,000–₱10,500 per month, depending on experience

Submit your [application here](#). *Applications without a cover letter will not be considered.*

TAMID Group is an Equal Opportunity Employer

We do not discriminate in employment or personnel practices on the basis of race, sex, age, disability, religion, sexual orientation, or national origin.