



ISTRATradeLink Ltd. is a provider of services in the field of international trade and translation management.

We are looking for a

Senior Administrative Assistant (Hebrew/German)

Part time (60 – 80 %)

Responsibilities:

- Support the management with strategic and administrative tasks in marketing/sales, research and organizational development.
- Support our project managers in matters of terminology-, translation- and quality-management, resources- and client-management.
- Assist our teams in coordinating, planning, implementing and approving of multilingual translation-projects.
- Ongoing communication and collaboration with our international teams around the world and project-stakeholders.
- Applying professional translation and software tools, i.e. translation memory systems, terminology databases and project management software.

Requirements

- Hebrew and German on mother tongue level (גרמנית ועברית ברמת שפת אם)
- Proven experience in administration
- Proficiency in Microsoft Word and Excel
- Strong organizational skills
- BSc/BA in business administration or related field

In case we have aroused your interest, please contact us or send us your application in English or German to:

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