
Administrative Assistant

Neuralight is on a mission to help hundreds of millions of people suffering from Neurological diseases.

We are looking for a talented, experienced and ambitious Administrative Assistant to join our Operations team in our **Tel Aviv office!**

You will manage the office administration, take care of all the company's day-to-day operations, support the planning and execution of the company's employee experience activities, and make sure the office is organized and optimally running.

You will work in a hybrid environment that strives on learning and growing as professionals and individuals.

The ideal candidate:

If you're the kind of person that loves to get things done, collaborate with colleagues from all over the world, and is interested in joining a fast-growing global company that truly makes a difference, join us at NeuraLight!

Come work in an environment that will give you exposure to the real "Start-Up" life, challenge you to continually develop professionally and personally, and expose you to the best team out there.

About the role

- Align with NeuraLight's core values (see below)
- Oversee the daily operations of the office, including ordering and managing office supplies.
- Support the planning and execution of the company's employee experience activities, including company events, gifts, and swag for both employees and other members.
- Greet visitors and welcome/onboard new employees on their first day.
- Manage office budget and expenses related to onboarding and welfare.
- Organize meetings, conferences, and travel arrangements, coordinating business travels - order flights, accommodation, and other necessary preparations.
- Handle invoices for bookkeeping purposes.
- Ensure that office policies and procedures are followed.

- Provide general administrative support to supervisors or team members, and completing other tasks as assigned.
- Manage the company wide events and visitors calendars and generic company inbox
- Manage the incoming inquiry inbox.

To be successful in this role:

- 1-2 years experience in an Administrative role (experience in a start-up or hi-tech company is a plus!)
- Excellent communication skills (written and verbal) in both English and Hebrew with the ability to interact with individuals at all levels of the organization.
- Be proficient in Microsoft and G-Suite
- A master of multitasking
- Able to handle confidential information with discretion.
- A team player eager to learn and assist in all areas
- Ability to work in a fast-paced environment dealing with multiple projects daily.
- Attention to detail, strong organizational skills, and problem-solving skills.
- Experience with invoice recording- highly advantageous

So if you're looking for an exciting opportunity to join a dynamic team and showcase your administrative skills, don't hesitate to apply now! We can't wait to see what kind of awesomeness you bring to the table!

[APPLY HERE](#)

About NeuraLight:

NeuraLight is a VC-backed venture on a mission to transform the lives of billions of people impacted by neurological disorders by digitizing neurological evaluation and care.

Our AI-driven platform integrates multiple digital markers to accelerate and improve drug development, monitoring, and precision care for patients with neurological disorders.

The technology driving the platform includes proprietary Machine learning algorithms which automatically extract a host of digital oculometric markers from facial videos captured with a standard smartphone or webcam.

NeuraLight's founders are repeat entrepreneurs and industry veterans (including both the co-founder of Chorus.ai and the founding CTO of Flatiron health) leading a 30-strong team, supported by renowned neurologists and 2 Nobel laureates as well as a stellar Scientific Advisory Board, and have raised \$30.5M to date.

Our Core Values:

We are on an urgent mission

- Both as a team and as individuals we are driven by a mission to transform neurology and save and improve people's lives.
- The stakes are high, and we understand we need to take risks and be bold. We avoid stagnation, make decisions as soon as possible, and do our best to make progress, and deliver quickly and effectively.

We are psychologically safe

- We encourage everyone to speak up, be vulnerable and take initiative with ideas, questions, concerns or mistakes.
- We respect everyone and take their thoughts and opinions seriously.
- We celebrate each other as individuals and professionals, we are an empowering team.

We enjoy the ride

- We believe the journey is not less important than the goal, so we do our best to enjoy the ride.
- We are proud of what we do and celebrate our successes, we exude optimism in face of the serious and long-haul challenges we face.