



Office Manager Job Description **Beersheba, Israel**

Who We Are

Delegate is a productivity technology company that offers an unlimited, all-inclusive personal errands service. We help companies reach a higher level of productivity by taking care of their employees' personal errands. Through our distinct algorithm parsing complex tasks into bite-sized bits, we enhance the productivity of our remote assistants and augment the value of their unique human capabilities. By coupling human gumption and AI, we're transforming productivity, revolutionizing performance, and shaping the future of work.

Position Overview

The Office Manager will ensure that Delegate is able to operate smoothly by taking care of its peripheral operational duties. Duties and responsibilities include formulating policies, executing administrative tasks on a daily basis, coordinating Human Resources and payroll matters, etc. These tasks are diverse and general in nature and cannot be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services, but rather a combination of the above. The Office Manager will work closely with the COO and/or CEO to take care of all the company matters that are not directly related to the company's core business activities. This is a full-time, year-round position.

Tasks & Responsibilities

1) Finance & Budget:

- Oversee a seven-figure budget
- Work alongside the Delegate leadership team and advise/perform accordingly on financial and operational issues
- Manage and oversee all company expenditures
- Create and maintain relevant budget reporting documents, including monthly expense breakdowns, full fiscal year budget, and actuals-to-projections analyses
- Facilitate salaries and payments to employees, consultants, and contracted services
- File necessary paperwork for budgeting purposes

2) Human Resources:

- Implement internal financial policies, such as payroll and procurement
- Conduct preliminary job interviews for entry-level role candidates
- Function as a person of contact for all HR-related issues or inquiries in the Beersheba office

3) Legal & Accounting:

- Function as the person of contact for Delegate's lawyers and accountants
- Monitor financial activities and details to ensure compliance with all legal and regulatory requirements
- Keep track of investment contracts and other legal materials



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4) General & Misc.

- Handle and supervise the work of freelancers, such as content creators and website designers
- Negotiate with vendors and suppliers, such as a co-working space provider or a supplier of office materials
- Provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person
- Perform day-to-day administrative tasks such as maintaining information files and processing paperwork
- Other tasks as assigned by the supervisor

Skills & Qualifications

The ideal candidate for this position will have:

- A bachelor's degree
- A basic knowledge of principles and procedures for personnel recruitment, selection, training, compensation, and benefits
- The ability to negotiate with vendors and office suppliers
- A full knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- An experience working in a startup/ very independent environment
- The ability to produce satisfactory and professionally-crafted documents and written materials in English
- A basic knowledge of financial principles, including budgeting, accounting, analysis, and report compilation
- Excellent numeracy and analytical skills
- Critical thinking skills and the ability to solve complex operational problems
- Open-minded and collaborative attitude with a passion for working in a rapidly growing startup environment

Compensation and Requirements

This is a full-time, year-round role. Compensation for this position is commensurate with experience. This role is based at the Delegate offices in Beersheba, Israel. The ideal candidate will not require moving assistance and will provide their own reliable transportation. The individual in this position should expect to occasionally, but not constantly, work some evening hours, when the company is pursuing a deadline or a unique business opportunity. The candidate is likely to report to a supervisor located in Boston or San Francisco and should be prepared to potentially be asked to start their day an hour earlier or to finish it an hour later than what is usually perceived as the standard duty hours (9am-5pm).