

Clariter is a global clean-tech group with a proprietary technology and an innovative solution for the world's plastic waste problem. Using a unique patented process, Clariter converts end-of-life plastic waste into high-grade petrochemical products in over 1000 applications. Clariter occupies a unique, differentiated, and compelling space in the Chemical Recycling sector, transforming plastic waste no-one wants into valuable, pure products everyone needs. If you want to be part of a dynamic, exciting business that will significantly change the world and Industry, and make a big impact, join the Clariter Family!



Clariter operates in 4 countries (Luxembourg, Israel, Poland, and South Africa) and employs over 80 professionals globally. Our team embodies a rich range of professional experiences, nationalities, religions, and ethnicities. At Clariter, we create a supportive work environment based on collaboration. Our company philosophy goes against the typical corporate rules. We are environmentalists, yet we believe that only long term economically sustainable solutions provide true answers. We aim to create a clean world - a better place for us and future generations. We value the environment which we live in, in-field expertise, and people as humans, as they are what Clariter is built from. We love what we do, and we do it for a reason. We do not just have jobs; we have a calling. People are fundamental to Clariter's success. Along with our growth, we are looking for an organized and self-motivated

## Office Administrator

who shall be based in our office in Kfar Saba, Israel and shall be responsible for providing administrative support to our office personnel.

### RESPONSIBILITIES:

- interacting with Clariter's team and carrying out their queries;
- coordinating and managing appointments and meetings;
- managing the reception area and looking after visitors;
- coordinating the office of Clariter's Israeli branch by carrying out clerical duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence, memos, reports and presentations;
- maintaining general office files and ensuring proper documents flow in the office;
- planning and arranging business trips, visits and events as well as creating agendas;
- maintaining office supplies, equipment and furniture;
- developing and maintaining good relationships with service providers;
- assisting with HR including: maintaining records of employees absence, cooperation with payroll service provider, recruitment projects, policies and procedures creation, etc.
- assisting with financial matters including: processing invoices, making payments, cooperation with accounting services provider, manage staff expense claims;
- assisting Top Management with ad hoc duties.

We offer an opportunity to work for one of the leading clean-tech groups in the world and the chance to make a real impact for future generations by delivering the scaling stage of Clariter. In addition, we offer a fair market related salary, skills development opportunities and an opportunity to work in an international environment with a can-do/will succeed culture.

### REQUIREMENTS:

- a holder of at least a Bachelor degree in Administration, Management, Finance, or similar;
- at least 3 years of proven experience in a similar position in an international environment;
- proficiency in Ms Office Suite;
- outstanding organizational & communication skills;
- excellent time management skills, including the ability to prioritize tasks;
- exemplary work ethics and being comfortable with handling confidential information;
- creative, innovative, driven person, not faced by setbacks and challenges and eagerness to work in a dynamic, matrix structure;
- hands-on, humble self-doer who is ready to go the extra mile;
- English – very good;

Do not miss this opportunity, send us your resume in English via [jobs@clariter.com](mailto:jobs@clariter.com)

We are waiting for you!