
Virtual Office Manager 2Go - Rina Aran

OUTSOURCED ADMINISTRATION SERVICES

VIRTUAL OFFICE MANAGER 2GO is an affordable way to receive outsourced, high-level administration and secretarial facilities in both Hebrew and English.

If seeking outsourced services, VOM 2GO can save you close to 50% on overheads while offering you all the efficiency and convenience required. VOM 2GO offers services 24/7 and fits in with your schedule - work can be e-mailed and quickly updated, or modified, on request.

There are no overhead expenses; no associated social benefit expenses, or any need for extra space and equipment. You only pay for work requested - no retainer fee involved.

SERVICES

- High level executive support
- Heavy calendar maintenance
- Corporate travel
- Administration issues:
 1. Vendor/purchase negotiations
 2. Project coordination
 3. Inventory management
 4. Management of accounts receivable and payable
 5. Travel expense reimbursements
 6. HR issues – salaries, welfare
 7. Car fleet (leasing) + mobile phones

PROFESSIONAL EXPERIENCE

MYTHINGS ISRAEL LTD. - *Office Manager and PA to CEO*

- Administration including human resources issues, accounts and salaries for the Israeli team, car leasing and company phones.
- Coordination of board related meetings and communications as well as legal communications
- Drafting and coordinating trips abroad and visits of international business partners to Israel

KOOR INDUSTRIES LTD. (NYSE, TASE: KOR) - *Personal Assistant to Senior Vice President & CFO*

- Interaction with leading local and international managers, institutions and investors
- Coordinating road-shows (domestic & international)
- Drafting and coordinating trips abroad and visits of international business partners to Israel

NICE SYSTEMS LTD. (NASDAQ: NICE) - *Executive Assistant to Vice President & General Counsel*

- Oversaw issue and exercise of employee stock option plan (company with ~1,000 employees)
- Oversaw coordination of board related meetings and communications as well as legal communications

Executive Assistant to Senior Vice President & CFO

- Interaction with leading local and international managers, institutions and investors
- Coordinating road-shows (domestic & international)
- Drafting and coordinating trips abroad and visits of international business partners in Israel
- Oversaw issue and exercise of employee stock option plan (company with ~1,000 employees)