



Job Vacancy Announcement
Reception Assistant (Hourly Position)
at the Goethe-Institut Israel in Tel Aviv, starting immediately

Job Description

The Goethe-Institut Israel promotes international cultural exchange and offers a diverse program of cultural events, language courses, library services, and educational projects.

To support our team, we are looking for a dedicated **Reception Assistant (m/f/d)** on an hourly basis, starting as soon as possible.

Key Responsibilities

- Welcome and assist visitors and guests
- Answer telephone and email inquiries
- Support course registration and administrative processes
- Handle general correspondence
- Assist with cultural events and special projects
- Provide information and promotional materials
- Perform general administrative duties

Requirements

- Excellent Hebrew and English language skills
- German language skills are an advantage
- Friendly and professional customer-service attitude
- Strong communication skills
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Reliability, flexibility, and ability to work in a team
- Availability to work flexible hours, especially during events
- Permanent Israeli residence permit and work authorization/valid Israeli ID card

We Offer

- Employment in a multicultural environment and within a global network
- A varied position with direct interaction with the public
- Flexible working hours according to operational needs
- Comprehensive onboarding and support from an experienced team
- Salary and social benefits in accordance with the Goethe-Institut Israel compensation scheme for locally employed staff

Employment Details

- Hourly employment
- Work schedules according to operational needs
- Starting date: as soon as possible

Application

Please send your application, including your CV and earliest possible starting date, to:

Bewerbungen-Israel@goethe.de

www.goethe.de

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