



## Job Listing

Montpellier (France) Office Assistant ensures that the regular office operations run smoothly and professionally.

### Job Title:

- Office Assistant (full time - non exempt - undefined contract 'CDI')

### Knowledge Areas:

- General Administration

### Job Location:

- Montpellier, France

### Experience:

- General Office Support

### Annual gross salary:

- 20-25K€

### Job Description:

- **General Administration**  
Reception  
Ordering supplies  
Mail distribution  
Shipping and receiving (FedX, etc)  
Purchases: collecting requisitions, approvals from corporation, establishing orders, matching invoices w/ orders and following-up with deliveries approvals  
Travels administrative support: controlling assignment letters before travels, Social Security declarations and completing visas administrative proceedings  
Expenses reports: checking supporting receipts and managers approvals  
Single administrative point contact for expenses and purchases  
Meal tickets monthly order and distribution  
Scheduling medical appointments with industrial medicine  
Vendors/accounting consultant liaison for all administrative issues  
Coordination with US headquarters'
- **Facilities**  
Office badges and access keys  
Facilities maintenance

**Required Skills and Experience:**

- Excellent computer skills (Microsoft Office)
- Excellent organizational skills
- Excellent communication skills in French and English (writing and speaking) - **required**
- Ability to multi-task