

EG 427

PINPOINT GENE THERAPY

Job description

EG 427, a French biotechnology company that pioneers a new approach in gene therapy called pinpoint gene therapy, is looking for its:

Administrative Assistant
Full time position
Paris, France

Overview

This position is responsible for dealing with day-to-day administrative tasks, managing their organization and assisting the Manager in their smooth running. The Administrative Assistant must be the true right-hand of the Senior Office Manager and be able to relieve him/her and take over when he/she is absent.

Mission

- Performs Welcome visitors, customers, suppliers, direct them, note messages and schedule appointments,
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.,
- Write and format documents, forward/distribute accordingly
- Sort, distribute, post, register mail and management of emails
- Organize travel for team members or the manager,
- Monitor stock levels, assess supply needs and define orders to be placed,
- Data entry and updating of monitoring tables (dashboards, results tables, ...),
- Help with accounting, expense reports and sales administration,
- Assist the manager with various tasks of the administrative team

Skills

Education: BTS or equivalent

Languages: Fluent in French and English

Professional experience & know how: 2-3 years of experience in biotechnology environment, Microsoft suits proficiency, familiar with Mac environment a plus

Personal & interpersonal skills: Attention to details, flexible, multi-tasking, organized and rigorous, excellent written and verbal communication skills, cross-culture sensitive

We're looking forward to receiving your application!

- Cover letter
- Resume
- Contact details of three referees
- Miscellaneous documents (if any) to support your application

Please send your application to info@eg427.com

EG427 is an equal opportunity employer and values diversity within our company. We do not discriminate in any way. We make hiring decisions based solely on your experience and skills.

