

Leading French Intercom and Access Control company expanding rapidly in the UK is for a **French speaking Administrative Assistant** to perform a variety of administrative tasks, as well as assisting with social media and basic HR. This is a new position and duties might change with time. You will be part of a growing team and working under the supervision of the Inside Sales Manager.

ROLE:

Administrative

- Greeting guests, answering the phone and dispatching calls accordingly
- Registering orders in the system
- Issuing invoices
- Liaise with the accounting firm for the salaries, expenses, invoices, holidays... and the HQ in France
- Booking staff travel arrangements
- Managing stationery requirements and general office supplies ensuring stock is always full
- Implementing and monitoring health and safety policies for the office and the personnel within the office
- Managing the office welcome board and notice boards to ensure the company makes an impact on all visitors both internal and external
- Managing the filing systems online and offline for the office

Social

- Undertaking general marketing administration duties (Update Facebook, LinkedIn...)
- Advising staff locally to ensure brand and communication consistency
- Coordinating office events i.e. Team Building events,
- Being involved with the office culture ambassadors to manage the logistics and help deliver the cultural events.

HR administration

- Assisting with activities involved in the onboarding and offboarding process
- Providing ad hoc administrative support to the HR team as and when required

PROFILE :

- Fluent French and English (spoken and written)
- Min 2-years experience in an administrative role and previous customer service experience will be a plus
- Knowledge of Microsoft Excel, Word and Outlook.
- Strong attention to detail, a high level of accuracy and confidentiality.
- Must have good diary management and organizational skills.
- Ability to communicate effectively with staff and clients, excellent written communication skills with good grammar and spelling.
- Strong interpersonal skills and effective verbal and listening communications skills.
- Comfortable working under pressure in a busy environment and as part of a team.
- Flexible and adaptable to changing working requirements.
- Courteous and respectful of others.

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- Presentable professional demeanour and willing to work to a high standard.

SALARY:

Between £24k and £26k/pa according to skills and experience