

Industry specialist in chemical cleaning and in the development of mobile treatment units is looking for a **French speaking Administrative Assistant**. This is a very varied role which will allow you to develop numerous skills. Your responsibilities will be in the resource management and organisation of the UK branch's construction sites, site instruction and planning, personnel management, monitoring and participation in the group QSSE system, control and optimization of operating costs. This position can develop towards a commercial support role to the country manager if the candidate is interested.

Please note that technical training will be given.

**ROLE:**

*OPERATIONS SUPPORT:*

- Planning: preparation and follow-up of the planning in collaboration with the project managers/Director, central planning department and agents.
- Preparing site files, site supplier orders and reminders necessary for the respect of deliveries and control of associated invoices
- Managing site travel for Operations personnel: air tickets / E101 or its equivalent....
- Suppliers: negotiation of rates, charging and approval of invoices, request for credit opening.
- Monitoring the administration of the projects
- Participating in the annual coordination meetings of the assistants
- Following-up the agency's needs and material purchase in collaboration with the Country Manager.
- Supplier consultation for UK investment needs and supervision of credit applications
- Participating in the organization and choice of premises if needed

*HR ADMIN:*

- Payroll control and entry. Backup validation of the UK Country manager.
- Supervision of training / VM, legal declarations
- Ensure the relay of internal communications of the Group
- Tracking vehicles (orders, fines...)
- Liaising with the French HQ

*QSSE MONITORING:*

- Participation in Steering Committees and preparation of safety meetings.
- Monitoring the progress of QSSE objectives for the agency and for site personnel (relaunch, incentives, etc.)
- Updating customer questionnaires in collaboration with the QSSE department.
- Monitoring of the QSSE system (table, follow-up of non-conformities, talks, supplier evaluation, etc.)
- Carrying out field audits / depot and trucks.

*COMMERCIAL*

- Receiving, transmitting or responding to customer requests in conjunction with project managers/export managers.
- Updating CRM customer base and setting up a follow-up of offers.
- Preparing and monitoring customer invoices

**PROFILE:**

- Fluent or intermediate French and fluent English
- Previous administrative experience, ideally where projects were involved
- Strong IT skills
- Very good communication skills at all levels
- Eye for details, organisational skills and being autonomous will prove assets

**SALARY & BENEFITS:**

- Between £20k and £25k/pa
- Pension
- Possibility of working remotely 2 days a week