

Leading independent power producer operating and developing diversified projects in Africa is looking for a **French speaking Senior PA** to support the team heads. You will be in charge of the smooth running of the day-to-day activities, acting as the points of admin contact between heads and others team members, handling requests and queries professionally and managing and organising key meetings (with authorities/governments/company meetings).

**This is a one-year contract.**

**ROLE:**

- Administrative support – formatting documents and presentations, maintaining documents and filing, and general correspondence.
- Organising travel and co-ordination of itinerary: booking and coordinating all travel, including flights, hotels and transfers/taxis, manage visa applications, ensure vaccinations are up to date, coordinate trips with external parties.
- Diary management using MS Outlook
- Taking responsibility for arranging internal and external meetings, registering guests, booking meeting rooms & venues, greeting visitors, arrange ad hoc lunches and restaurant bookings etc.
- Preparing and filing expense forms, and monthly cash and credit card reconciliation.
- Managing the preparation of reports and presentations.
- Meetings: attend meetings where required and assist with taking minutes when required.
- Telephones – dealing with internal and external calls, answering queries, and taking messages.
- Organizing of corporate events for the Renewable team as defined from time to time
- Managing the updating of business contacts and cards on outlook.
- Managing ad hoc information searches.
- Managing specific projects as assigned to.

**PROFILE:**

- Fluent in French and in English, strong written and verbal skills. Ideally, with another European Language (Portuguese is preferred)
- Well organized and structured
- Strong communication skills especially relationship management.
- Strong Planning & Organisation skills
- Must be able to use own initiative
- Willingness to take on project work.
- Ability to be discreet & maintain confidentiality
- IT literate with good experience of Microsoft packages including Word, Excel, Power Point and Outlook.
- Relevant experience of working with large teams.
- Experience with travel and mobility organisation is ideal
- HSE knowledge is ideal (any experience in such area)
- Working with developing countries (experience with local policies for travellers)

**SALARY:**

Up £50 000pa + Bonus