

Venture-backed Fintech specialising in real estate is looking for a **French speaking Junior Executive Assistant** to the CEO. This is a new position and will require flexibility and ability to work in a fast-paced environment. This is an excellent opportunity to join an already successful tech start-up which is on the scale-up route. The Junior Executive Assistant role is based in Central London and is on-site 5 days a week.

ROLE of the Executive Assistant:

- Managing the diary and coordinating appointments for the CEO
- Preparing and booking meetings (files, room reservations, meals, materials)
- Preparation of presentations in both languages
- Preparing employees salaries for the external accountant
- Preparing invoices for clients, scheduling payments, and credit control when necessary
- Filing
- Coordinating with recruitment agencies when recruitment occurs
- Preparing new staff contract
- Onboarding and induction of new employees
- Keeping track of holidays, sickness, etc
- Some private PA duties might rise from time to time as well as office management duties such as ordering supplies, etc

PROFILE:

- Excellent communication skills in both French and English
- Very good knowledge of both Paris and London
- Previous experience in start-ups, asset management, real estate or finance
- Experience as Personal Assistant (PA) or Executive Assistant (EA), in a start-up or for a business owner or an entrepreneur
- Experience in working in a demanding and fast-paced environment
- Organisational skills, responsiveness, ability to anticipate, attention to detail
- Ability to manage priorities and to think outside of the box
- Ability to work under pressure and to work with “straight forward” (direct) colleagues
- Autonomy
- Good knowledge of the Google suite

SALARY:

- Up to £45k negotiable according to skills and experience