



Office Manager in Paris

An independent French media agency with more than 90 employees of different nationalities based in Paris and Sofia, Advent Group is the founder of the worldwide Access MBA and Access Masters Tours. At each international event, Admissions Directors of internationally accredited business schools meet One-to-One with prospective students for their MBA and Masters programmes. Holding 120 events per year on five continents, we constantly expand to new markets and work to improve our business school client and candidate satisfaction.

Advent Group is currently recruiting an Office Manager for our Paris office.

We are looking for a responsible and self-motivated individual with an international outlook to join our growing team. Selected applicants demonstrate teamwork, professionalism, and a service-oriented approach to their work.

The Job:

The Office Manager is responsible for ensuring that the office runs efficiently at all times. His/her principal responsibilities are to:

- Ensure the smooth running of the office by conducting a regular inventory of office supplies and equipment and ordering new supplies.
- Communicate regularly with the company's bank advisors, follows the financial situation of the company on a daily basis and resolve any problems with incoming and outgoing payments.
- Communicate regularly with the company's external accountant and provide her with the necessary documents regarding the staff business trips
- Take care of the company's administration by classifying and archiving documents, answering incoming phone calls and opening and sending mail.
- Obtain visas for staff when required.

The Requirements:

- Fluent spoken and written English for international communication
- Fluent spoken and written French
- Professional experience in a similar position; experience in handling with cash and accounting expenses
- Excellent communication skills
- A strong sense of responsibility and the ability to pay attention to details
- Ability to work independently on a variety of tasks

We offer:

- An opportunity to develop your career in an international working environment in one of the most attractive cities in the world
- Working as part of a young, professional and dynamic team
- Being part of a growing international company
- An office located in 10th arrondissement in Paris

Please send your CV and a cover letter in English.

For more information about the company, please visit the Access MBA and Access Masters websites.

Only shortlisted candidates will be contacted.