

# JOB DESCRIPTION

Position in a new regtech company proposing a breakthrough-type offering in the domain of financial compliance-oriented databases. The project is particularly ambitious and middle-term job evolution perspectives are plenty.

Function name	Office Manager FRANCE
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Type	Confirmed professional or significant first experience
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<b>Mission</b>
The Office Manager will be entrusted with a broad coordination mission. This can range from general services to accounting through logistics, security, management, internal communication. The office manager will be in charge of managing the Paris site and the inter-team and inter-site relationship. The objective of this position is to respond to a need for an executive support interface within a fast-growing team.

<b>Format</b>
Based in Paris, the office manager will work in relation with international Facepoint offices as well as occasionally with Facepoint sales force. Its role will be focused on the consolidation of production and marketing reporting

Positioning	Performance criteria
Position N+1 : CEO / MD Poste N-1 :	<ul style="list-style-type: none"> <li>- Great professional maturity</li> <li>- Excellent interpersonal skills</li> <li>- Adaptability / Autonomy</li> <li>- Rigor</li> <li>- Sense of priorities</li> <li>- Capabilities to manager</li> <li>- Strong sense of result</li> </ul>
<b>Functional relations</b>	
<ul style="list-style-type: none"> <li>- Commerce</li> <li>- Accounting</li> <li>- Operations</li> </ul>	

<b>Stakes, constraints and difficulties</b>
As a company in strong growth with very ambitious objectives, the role of the office manager will be all the more essential to the successful completion of operations.

<b>Main activities</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Management of the Parisian site</li> <li><input type="checkbox"/> Relationship with suppliers</li> <li><input type="checkbox"/> Ensure good communication within the team and international directorates</li> <li><input type="checkbox"/> Receive and consolidate the reporting of the different sites</li> <li><input type="checkbox"/> Ensure coordination and follow-up of requests from management</li> <li><input type="checkbox"/> Writing the minutes of the management committees</li> <li><input type="checkbox"/> Ensure the follow-up of the contractual relations</li> <li><input type="checkbox"/> Coordinate human resources</li> </ul>

### Education and work experience

Junior professional confirmed with a first successful experience

### Compensation

According to experience and to be agreed by HR

### Required skills

- English
- First experience on an equivalent position or sales assistant (++)
- An experience in a small structure would be a plus

### Key competences and behaviours

- Quality relationship
- efficiency
- Pragmatism
- Analytical spirit
- Ability to prioritize and synthesize