

## Personal Assistant (Paris)

Written by admin  
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A french start-up looking for a personal assistant for its CEO with the following skills,

- a) Native/Excellent English communication
- b) French speaking is not required but a definite advantage
- c) Knowledge of MS office tools
- d) Knowledge in the field of customer service
- e) Proactive and ability to make quick decisions

### Responsibilities ;

- a) Assisting the CEO in daily operations
- b) Act on behalf of the CEO during absence
- c) Co-ordinate with our offshore partners over phone and sometimes may require to travel
- d) Set up business appointments and also participate whenever necessary
- e) A little bit of book-keeping

Working hours are based on the French system. 35 hours a week and mon-fri. Sometimes Tuesday-saturday.

Compensation : SMIC + Free Navigo Pass and ticket restaurants.

Interested candidates, please apply with a picture attached cv as you will be the representing the CEO on many occasions.

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