

Bilingual Office Manager

Contract: Permanent (CDI)

Gecko Biomedical is a fast-paced medical device company, dedicated to the development of innovative tissue reconstruction solutions. We are leveraging our technology platform to develop novel solutions to disrupt the field of surgery and positively impact the life of patients.

We are actively looking to recruit an **Office Manager** to be part of Gecko's Team. This person will support the COMEX & the Team on a daily basis and will handle various communication and logistics projects.

- **Duties & Responsibilities**

- Office Management**

- Regularly promote a positive and productive office culture

- ✓ Manage and coordinate office events and calendar
 - ✓ Oversee general office communications and announcements
 - ✓ Manage office expansion and improvement initiatives
 - ✓ Build, negotiate and manage supplier relationships
 - ✓ Manage stationery order
 - ✓ Answering all calls and 'at the desk' queries
 - ✓ Collect invoices from supplier and initiate payments
 - ✓ Manage and update the company's website regularly

- Team Support**

- ✓ Manage the onboarding of new hires: train new hires on office tools and procedures
 - ✓ Drive key team activities (such as staff meeting agendas, all-hands meetings, supply ordering)
 - ✓ Organize travel coordination for group travels
 - ✓ Prepare, submit and track expense reports; ensure reports are consistent and within company policies and completed in a timely manner
 - ✓ Schedule medical exams
 - ✓ Administrate & Manage access to different office software

- Executive Committee Support**

- ✓ Manage calendars and organize meetings
 - ✓ Help promote HR initiatives such as job posting, scheduling interviews and any other requests
 - ✓ Arrange and confirm complex travel arrangements, both international and domestic; adjust and update travel itinerary as needed, in a timely manner
 - ✓ Assist in various ad-hoc projects as needed

- **Job Environment/Interactions**

- ✓ Act as a real business partner to the rest of the Gecko's organization.
- ✓ Work closely with Finance colleagues in order to insure smooth closing each month.
- ✓ Support all Teams based in Paris or Roncq from an administrative perspective in a daily basis.
- ✓ Support all other company wide initiatives.

- **Qualifications & Skills**

- ✓ 3 years' higher education degree.
- ✓ A minimum of 3 years' experience of providing secretarial & administrative support a team in a complex environment.
- ✓ Excellent communication skills (written and verbal) in English and French.
- ✓ Ability to handle time management in order to tackle a periodic high workload.
- ✓ Trained to handle highly confidential information.

- **Other Skills**

- ✓ Must be organized and able to prioritize multiple projects
- ✓ Must be able to take direction, research projects, and work independently
- ✓ Must have extreme patience
- ✓ Must be proficient in Microsoft Office
- ✓ Must be proficient with clouds tools
- ✓ Must be bilingual in English
- ✓ Proficiency in image treatment tools would be welcomed

The **Office Manager** will report to the Head of Corporate Affairs. The position is based in Paris (75), France. To apply to this position please email your CV to jobs@geckobiomedical.com