



JOB OFFER

Created in 2009, **ESSP** is a young and dynamic company, a **pan European service provider**, certified by EASA (the European Union Aviation Safety Agency) to deliver safety-critical services. Our mission is to operate and provide **Communication, Navigation and Surveillance (CNS)** services, among which, the main one is, the **EGNOS service** (the European Geostationary Navigation Overlay Service), on behalf of the EUSPA (the European Agency for Space).

ESSP Corporate Video: <https://www.youtube.com/watch?v=ZkszX-ptzAY>

ESSP Website career: <https://www.essp-sas.eu/human-resources/careers/>

In ESSP we are looking for an:

EXECUTIVE ASSISTANT - (F/M)

We are looking for an **Executive Assistant** who will be in charge of assisting the CEO and the Management Team (support Units) in the organization and preparation of their work. She/He provides logistical support and carries out administrative tasks and ensures coordination with the other assistants of the company. For these activities, we are looking for someone with at least **5 years** of experience within a european/international context, with a **very good level of English** (minimum B2-C1).

Your main responsibilities/activities will be:

Executive Assistant's main responsibilities :

- Carry out secretarial work (Calendar management, filing, travel and accomodation arrangements, phone scheduling, management of expenses reports, management of certain "corporate" purchases) for the CEO;
- Prepare, elaborate and follow-up the tasks delegated by the CEO and/or the members of the Management team (support Units);
- Maintain contacts with external partners and providers;
- Write briefing notes, weekly and monthly reports for the CEO and daily emails and letters;
- Organize, prepare and attend meetings. Draft the minutes of meetings;
- Upon request, translate documents;
- Organise events at local (Toulouse) and corporate levels;
- May receive and transmit information to internal and external contacts of the CEO and/or members of the Management team;
- Act as the point of contact and assist to the operational steering committees of the B612 building (communication and technical issues);
- Make occasional trips, participate to seminars and trade shows;
- Be in contact with the ESSP assistants and ensure weekly coordination (Procedure and follow-up of subcontractors, GENIUS (project management tool) control and travels of the staff);
- Be in relation with the ESSP Communication Officer, Communication Assistant and assist them in certain internal communication actions (Newsletters, KIT content and update, etc.);
- Manage the ESSP mobile phone fleet;
- Provide user support for Notilus (travel and expense reports).

For Project Control Office on Genius Tool:

- Manage timesheets and delegations, train newcomers;
- Manage flows (profile creation, deactivation of profiles in case of departure...);
- Lead Payroll Records (ODP);
- Be the level 1 support to users for timesheets management.



PROFILE:

Generic Skills:

- Autonomy / proactivity
- Ability to work in a team environment
- Very good level of English (B2-C1) – CEFR

Specific Skills:

- Discretion and confidentiality
- Outstanding organizational and time management skills
- Good verbal and written communication skills
- Adaptability, flexibility, availability
- Good MS Office knowledge
- Flawless presentation and communication skills
- Ethically correct attitude

JOB SPECIFICATIONS:

2 to 3 years bachelor degree in administration

5 years of experience within a european/international context



HUMAN RESOURCES

Recruitment process:

- **1st interview** is held by the direct manager of the position you applied for (technical interview)
- **2nd interview** is held by HR Unit

Remuneration package:

- **Variables:** bonuses based on objectives
- Profit-sharing
- **Teleworking:** up to 2 days/week
- **Tickets Restaurant (card)**
- **Family Health Insurance**
- **Sustainable Mobility Package:** Home/Office travels reimbursement if car sharing or bicycling
- Reimbursement of **75% of public transport** subscription

Please send your application file only by e-mail to the following address: recrut@essp-sas.eu

Job Location: Toulouse (France)

Type of Contract: Full time / Permanent

ESSP is committed to cultural diversity, gender equality and the employment of disabled workers.