



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:

ADMINISTRATIVE ASSISTANT - (F/M)

We are looking for an **Administrative Assistant** who will be in charge of **providing administrative support to the System Operations Unit and Compliance Management Unit**. For these activities, we are looking for someone with at least **2 years' experience** with a **very good level of English** (minimum B2).

Your main responsibilities/activities will be:

- Providing generic administrative support to SOU & CMU Units:
 - o Archiving, filing, photocopying, creation of CDs and delivery to external partners, formatting letters, mail management, relations with the host entities, etc.,
 - o Organizing the logistics associated to meetings scheduled by the staff such as room booking, videoconference, coffee breaks, and farewell drinks, etc.,
 - o Report travel expenses for the units' members,
 - o Managing the units' office supplies,
 - o Keep directories of external partners up to date for the Unit.
- Providing logistical support for the specific needs of operational Units, such as shipments of technical equipment to the different countries with which ESSP works, including:
 - o Ensure exports and imports of technical equipment,
 - o Monitor and interface with the sites,
 - o Monitor invoicing.
- Organizing the collection and consolidation of internal contributions from the SOU & CMU units to the monthly reports due to customers,
- Applying the process to provide access badges to ESSP premises in Toulouse,
- Coordinating the maintenance of the list of EGNOS assets to be included in the configuration management tool (GLPI),
- Controlling all expenses reports of SOU & CMU Units employees, and report all non-conformities to the Unit Manager or Head of Department for validation, before transmission to the finance team,
- Ensuring support to Notilus Users (travel and expenses)
- Ensuring support to On-call organization,
- Organizing collection and updating of SOU & CMU units' contributions for ESSP Intranet,
- Managing timesheets (time management) of all employees in France (in collaboration with the Executive Assistant),
- Leading the monthly ODP ("Opérations Diverses de Paie") by ensuring the compliance of the timesheets registered by the employees while respecting the planning.



PROFILE:

- Autonomous, organized and dynamic
- Flexible able to fit in within a small and dynamic organization
- Ability to work in a team
- Ability to respect deadlines, rigorous and accurate.
- Adaptability to internal tools
- Good level in English (B1-B2) – CEFR
- Good MS Office skills (Word, Outlook, Excel, PowerPoint)
- Experience in the international logistic domain



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.