TeamRH is seeking:

An Administrative Assistant

Working alongside and in support of the team of consultants your duties would include a range of secretarial tasks in French and English:

— Welcoming candidates to the office
— Updating information in the database
— Operating the switchboard, and filtering incoming phone calls
— Correcting test results
— Translating documents from French to English for our website
— Typing, modification and formatting of documents in French and English
— Managing the websites used to advertise positions

We are looking to recruit a student on their Year Abroad who is interested in developing their language skills in a truly international environment for a period of six months. An interest or previous experience in the domain of Human Resources would be a major plus for the position, which would allow the successful applicant to have a significant experience in this competitive field.

You should be at ease with the more advanced functions of the Office Software (Word, Excel, Outlook etc).

Salary: 603€ per month + 100% of transportation (Navigo)

Dates: 29th June 2020 – 18th December 2020

4th January 2021 – 2nd July 2021

To apply please send your CV and cover letter to Olivia Bonsall (obonsall@teamrh.com).

Alternatively you can learn more about TeamRH and the kind of work we do by logging on to our site at www.teamrh.com.