
Administrative Assistant Evolving into Project Manager

Job description

PSQ:

Payment Service Quality (PSQ) is a small market research company performing field testing/auditing studies based on mystery shopping for the electronic payment industry.

Job overview:

PSQ is recruiting a part-time Administrative Assistant, reporting to the Project Coordinator to assist with various administrative tasks related to specific projects as well as the day-to-day running of the company. The applicant should be bilingual (English/French) as all internal and external communication is in English and French.

The company has an office in Bordeaux but working from home is also a possibility on certain days.

The Administrative Assistant will work alongside the current Project Manager who is responsible for all aspects of the study. However, in time, there is a strong possibility that this role will evolve into a Project Manager one. If this happens, the newly recruited would be expected to attend weekly conference call meetings with the client and to possibly travel once or twice a year to support the study or meet the client.

The proposed contract would be a 5 month "Contrat à Durée Déterminée" from June to October 2022, with the successful appointee working 3 days a week. The precise days and hours are flexible within reason. If the role were to evolve into a Project Manager one, then this contract would be extended and become full time.

Responsibilities Include:

- Performing quality control of data entry
- Overseeing testers' spending and keeping track of their logs
- Performing simple data analysis
- Other ad-hoc company admin tasks
- Keeping the Project Coordinator updated

Skills Required:

- Highly organised
- Attention to detail
- Experienced with Microsoft office (Excel, Outlook, Word, PowerPoint...)
- Communication and people management skills
- Dealing with priorities - good time management
- Bilingual in French / English - Excellent professional English writing skills

Package Offered:

- 5-month CDD
- 21h p/week (3 days p/ week) – Flexible on start and finish times
- Office based for a minimum of 2 days a week, office or home based for the third day
- 15 000 €
- 25 days holiday per year pro rata
- PC provided for the duration of the contract

Expected start date: 1st June 2022.

Should you wish to apply, please send your CV to jobs@my-psq.com

Deadline for Applications: April 30th 2022