
Job Description - Administrative Assistant

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.

The company was created in 2012 and is based in Bordeaux, France.

For more information please have a look at our website: <https://www.my-psq.com/home>

Job Overview:

PSQ is recruiting an 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 must be fluent in English some knowledge of French as all internal and external communication is in these 2 languages.

The company has an office in Bordeaux centre (Fonduède area).

The Administrative Assistant will work alongside the Project Manager who is responsible for all aspects of their study as well as a close-knit team of colleagues in an open-space office environment.

The proposed contract would be a 5-month "Contrat à Durée Déterminée", starting from the beginning of June until the end of October 2024.

Responsibilities Include:

- Quality control of data entry
- Photo and video editing
- Regular communication with in-field testers
- Data analysis

Skills:

- Highly organised
- Must have superb attention to detail
- Experienced with Microsoft office, in particular Excel
- Good Communication
- Dealing with priorities - good time management
- Fluent English is essential

Contract:

- 5-month CDD
- 35h p/week
- Office based
- Approx. 2000-2100 € gross per month
- PC provided for the duration of the contract
- Expenses covered: 25% energy bill (gas or electricity), 100% wifi and phone, 200 € gym allowance per year

Expected start date: asap

Should you wish to apply, please send your CV and cover letter to contact@psq-solutions.com