
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/>

<https://fr.linkedin.com/company/psq-sarl>

Job Overview:

PSQ is recruiting 2 Administrative Assistants, 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 and have a decent knowledge of French as all internal and external communication is in these 2 languages.

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.

Responsibilities include:

- Quality control of data entry
- Basic photo and video editing
- Regular communication with in-field testers (French)
- Data analysis

Skills:

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

Contract:

- 9-month CDD
- 21h p/week
- Office-based, Bordeaux centre (Fondaudège area)
- 25 000 € annual gross salary pro rata

Expected start date: January 2026

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

We look forward to hearing from you.