

R&D ADMINISTRATIVE ASSISTANT

The International Space Federation is looking for a talented Bilingual Administrative Assistant (FR-ENG) to support our R&D team in their daily administrative tasks and to be a key factor in our company's growth. You will report to our Executive Administrator, and you will work with our Facilities Agent on-site.

About us

The International Space Federation (ISF) is a research and development organization dedicated to scientific discovery, technological advancement, and education. Its foundation is built upon the development of gravity control as a novel form of propulsion and harnessing quantum vacuum energy as a sustainable power source. Our R&D headquarters are located in Haute-Savoie.

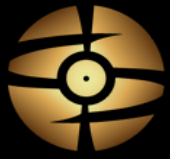
The team's research and publications are driven by the unification of scientific disciplines and promote collaboration with the global academic community. ISF's innovative approach is positioned to catalyze advancements in energy production and transportation, addressing the ecological challenges of our time with sustainable solutions.

Join our mission to make the World a better place!

About the role

Responsibilities:

- Sort emails for our CEO and our Lead Scientist and prepare responses when appropriate.
- Manage our leads' agendas; schedule internal and external meetings and video conferences; and communicate with clients and infrastructure staff as appropriate.
- Manage catering options for any VIP meetings and team events.
- Coordinate travel and accommodation: flights, car booking, rail tickets, etc.
- Prepare monthly expense reports for each assigned Executive.
- Reception and sort all postal mail and PO Box
- Keep track of the paper trail documentation scan and filing

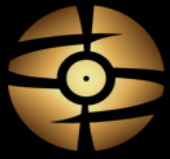


- Maintain a list of contacts and business activities
- Create, update, and keep track of meeting minutes.
- Work with our facilities agent for all administrative needs related to the R&D site (quotes, negotiation, comparative tables, approval trail, payments, etc.)
- Manage pantry, stationary, and furniture inventories.
- Cover the Executive Administrator during absences to ensure seamless operations.
- Participate in the induction process for new employees.
- Participate in team meetings and projects with an eye to improving processes and the overall performance of the administrative team.
- Keep track of company accounts, expenses, and transactions

About you

Skills and background

- Minimum of three years' experience working in an administrative or customer service position.
- Fluency in French and English is imperative.
- Solid knowledge of 365 Microsoft Office suite administrative software (Outlook, Excel, Word, PPT) is imperative; experience with Canva and Pennylane is desirable.
- Basic knowledge of accounting
- Strong service focus - dedicated to meeting the expectations of all staff through securing effective professional relationships and executing deliverables to the highest standards.
- Excellent verbal and written communication skills and ability to deal with people at all levels across a multicultural environment.
- Sound judgment and ability to maintain and respect confidentiality.
- Proactive with the capacity to work autonomously and as a team player. Ability to juggle several tasks at once, to prioritize and manage own time in a fast-paced, ever-changing environment.
- Flexible and eager to learn new skills.
- Methodical, organized, excellent attention to detail.
- Empathetic and enthusiast
- Mission-driven, eager to create a positive impact in the World.



International
Space Federation



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What we propose

- Competitive salary
- Complementary health insurance covered by the company (Employees and children)
- Wellness sessions
- Performance bonus
- Holistic work environment
- Flexibility and autonomy in employee's work organization
- A place for growth, career evolution opportunities, and profit-sharing

If you want to join, we invite you to send us your CV with a brief motivational introduction to cristina@spacefed.com

Thank you for your time!