

Executive Assistant M/F

1. Introduction

Recognized worldwide, Syntony GNSS is a Toulouse-based brand with the FrenchTech label focused on technological innovation in the field of GNSS and a member of Croissance+

Specialising in radio navigation and embedded systems, we are world leaders in our field and present in many high-growth markets.

Our simulators, receivers and indoor/outdoor positioning systems meet the growing needs of the aeronautics and space industries, as well as those of public transport, rail, mining, and IoT.

With a portfolio of prestigious customers (Airbus, OneWeb, Airbus Safran Launchers, Thales Alenia Space, Honeywell, Rockwell, Stockholm, New York, Toronto metros, and many others), we innovate to anticipate their future needs, strengthen our leadership, and conquer new markets.

The core of our business revolves around 3 fundamental pillars:

- Innovation, to design the products and tools of tomorrow, in line with the real needs of our customers;
- Dynamism, to adapt our strengths and talent to the quality of our products and solutions;
- Open-mindedness, to remain attentive to our customers and partners while respecting our employees, with the aim of promoting Humanism and the richness of multiculturalism.

2. Context of the mission

SYNTONY develops GNSS positioning products and location solutions for confined environments.

We keep on innovating:

- Softspot: Innovative SDR multi-frequency GNSS receiver for applications requiring top-level performance in terms of accuracy, resilience to interferences and spoofing.
- Constellator: High-performance GNSS environment simulator to meet the challenges of New Space and emerging applications in transportation and autonomous vehicles.
- SubWAVE: Underground GPS coverage extension system, patented, unique in the world, aimed for public transportation, rail and mining sectors.

3. Role and purpose of the position

Support, coordinate, and participate in the administrative and relational activity of the company while respecting the confidentiality of all topics discussed.

4. Activities

- Physical and telephone reception of the various visitors: partners, suppliers, etc. (receiving, directing, taking charge)
- Make appointments, and book meeting rooms accordingly
- Management of meeting rooms (booking, availability, and logistics of meeting materials)
- Supply Inventory Management
- Management of incoming and outgoing mail
- Process and format documents/reports/letters
- Independently write all necessary or requested documents or administrative support (meeting minutes, email, letter, memo, form)
- Organization and coordination of internal and external information

Assist the various departments with their business travel procedures:

- Anticipation of missions with the search for the best performance/cost ratio
- Formatting travel claims in accordance with the travel policy
- Booking of flights and accommodation, rental vehicles, with the travel agency, follow-up and validation in compliance with the intra-company travel policy
- Formatting Work Orders
- Logistics support to production and marketing departments: management of the shipment of materials by carriers: organization and follow-up of the shipment and return of goods if necessary

Administrative Support to the Purchasing Department

- Entry of Ads/follow-up of signatures/reminders up to the order
- Sending orders (electronic, paper, etc.) following validation
- Follow-up of orders/reminders
- Receipts, registration, and follow-up until the end of the invoice

Administrative Management of Logistics

- Shipment Request Management
- Administrative management of "transport" orders
- Shipment Tracking / Proof of Deliveries, Filing

Management of specific events on the company's site (meetings, conferences, seminars, board meetings, and related documents)> room reservation/preparation and physical reception

Organizing the archiving of important documents

Administrative support to the production department

Back-up of the assistant already in place, in particular on the following subjects:

HR Support:

- Monthly follow-up of travel order expenses
- Participation in the administrative management of the training plan
- Participation in the collection of payroll elements: leave, sick leave, missions

Administrative management of the premises:

- Participation in the various actions of development of the premises: (moves, reorganization of spaces, etc.) etc...)
- Administrative management of the various building management service providers: call for service providers (cleaning, security, access, surveillance, etc.)
- Participation in the onboarding of new hires

5. Skills / Know-how:

Very good command of office automation tools: Word, Excel, PowerPoint... etc...

Good writing skills

Analysis and management of information requests

Strong Organizational Skills, Priority Management,

Respect of deadlines

Fluency in written and oral communication in English **is mandatory**

6. Soft skills:

Dynamism and responsiveness, spirit of initiative

Ability to handle multiple tasks simultaneously

Open-mindedness

Management of data confidentiality of all kinds, discretion and tact

Ability to work with multiple teams in different entities and countries, respecting cultural differences

Good interpersonal skills, good presentation

7. Profile

Strong-willed, perceptive, methodical, rigorous, organized, autonomous