

Executive Assistant

Permanent contract from July

Syntony GNSS is a human-sized company with an international dimension, based in Toulouse and with the FrenchTech label, specializing in Global Navigation Satellite Systems (GNSS).

Our ambition: To provide our customers with relevant, innovative, reliable and robust solutions.

World leaders in radio navigation and embedded systems, we are present in fast-growing markets, such as aeronautics, space, road and rail transport, mining and IoT (Internet of Things). We have developed a range of products (simulators, receivers, indoor/outdoor location systems) that meet the growing needs of these industries.

Keysight, Airbus, Airbus Constellation, Hitachi Rail, Thales Alenia Space, Honeywell, Rockwell, MDA, or the Stockholm, New York and Toronto metros... So many partners who trust us and push us to always go further.

With passion, we constantly evolve our solutions to anticipate their needs and perfect our know-how.

At Syntony, we offer a pleasant and stimulating work environment, where the quality of life at work and the availability of our employees promote fulfillment and collaboration. Intellectual stimulation is omnipresent through innovative and varied projects.

We work on a variety of subjects, ranging from aeronautics to space, transport, mining and the environment.

Thus, Syntony vibrates around three fundamental values:

Benevolence:

Together, we cultivate listening, respect and empathy in our interactions, while also valuing the multiculturalism that enriches our exchanges.

We contribute to a positive environment where everyone feels valued and supported. We enrich each other by building strong relationships, both internally and externally.

Excellence:

Together, we strive for excellence in everything we do. Through our commitment, our high standards and our sense of responsibility, we guarantee quality, efficiency and performance. It is through our collective rigour that we meet challenges and provide sustainable solutions.

Adaptability:

Together, we are flexible in the face of the changes around us.

By combining creativity, collaboration and resilience, we find innovative solutions and move forward efficiently. Our agility allows us to evolve in line with our environment.

From students to professionals qualified, help develop future navigation solutions in partnership with our team of experts. Evolve in a caring environment where your ideas take flight and your contributions strengthen the synergy of the company.

Internationally, we meet the challenges of today and tomorrow, supporting our customers throughout the entire process: from the initial vision to development, to delivery and the collection of their satisfaction.

The Context

As part of an **internal evolution** of our current assistant towards new responsibilities, we are recruiting her replacement to ensure the continuity and development of our administrative activity.

What you'll accomplish with Syntony GNSS

Reporting directly to the Administrative and Financial Manager, you will play a central role in the coordination and smooth running of the company's administrative and relational activity. As a true cross-functional support, you will carry out your missions while respecting the confidentiality of the information processed.

 Your main missions:

1. Reception and daily administrative management:

- Physical and telephone reception of visitors (orientation, care)
- Management of meeting rooms (reservations, equipment)
- Reservation and preparation of rooms for internal events (meetings, seminars, conferences, board meetings, etc.), reception of participants and follow-up of associated documents
- Receiving and sending letters
- Inventory management of office supplies
- Autonomous writing of letters, emails, memos, etc.
- Organization and coordination of the circulation of internal and external information
- Organization of the archiving of documents, especially important documents

2. Organization of business trips:

- Bookings (transport, accommodation, rental) via the travel agency
- Anticipation of mission needs in a cost/service optimization logic
- Preparation and formatting of work orders

3. Support to Internal Services:

Purchasing and Logistics Department:

- Entry of purchase requests, follow-up of signatures and reminders until the order is placed
- Administrative follow-up of "transport" and shipment orders (proof of delivery, filing)

Service Production :

- Ad hoc administrative support according to operational needs

HR department (as a back-up to the assistant on duty):

- Monthly tracking of costs related to work orders
- Contribution to the administrative management of the training plan
- Participation in the collection of variable payroll elements (leave, sick leave, missions)
- Welcoming new employees when they arrive

4. Administrative management of the premises (as a back-up to the assistant on duty):

- Participation in the development of spaces (moves, reorganizations, etc.)
- Administrative follow-up of building service providers (cleaning, security, access, surveillance, etc.)

5. Archiving and document management:

- Rigorous implementation and monitoring of physical and/or digital archiving, in particular of sensitive or important documents

6. Support for commercial management:

- In conjunction with the RAF, issuance of customer invoices in compliance with purchase orders and delivery deadlines

The technical skills we are looking for:

- Excellent command of office tools: Word, Excel, PowerPoint, Outlook, etc.

- Good writing skills, with neat spelling and a professional style
- Ease in the analysis and management of requests for information, including in a cross-functional context
- Strong organizational skills: priority management, rigor, autonomy
- Strict adherence to deadlines and a sense of responsibility
- Proficiency in written and oral communication in English (professional level required)

About you

With a Bac +2 to Bac +3 **level training** in executive assistantship, administrative management or equivalent (such as BTS SAM, BUT GEA, Licence pro), you have a successful experience in a similar position of at least 5 years.

You are **organized, rigorous and autonomous**, with a good spirit of initiative and a real ability to **manage several tasks in parallel**.

With good **interpersonal skills**, you know how to work in conjunction with a variety of teams, in a **multicultural and international** environment.

Your **dynamism, responsiveness** and **open-mindedness** allow you to adapt easily. Finally, you demonstrate a **sense of service, tact** and **respect for confidentiality** in all your missions.

💡 Why join us?

- By joining Syntony, you will join a fast-growing, human-sized company, where innovation, benevolence and excellence guide our daily actions.
- You will evolve in a stimulating environment, surrounded by passionate teams, on various projects with an international dimension.
- We value commitment and promote internal mobility, as evidenced by this recruitment.
- Our advantages:
 - 12 RTT / year (full-time); Meal vouchers (12€ of which 60% is paid by the employer)
 - Pleasant, modern and collaborative work environment
 - Structured integration process and support for taking up a position

At Syntony, your ideas matter, your autonomy is encouraged, and your development is supported.

Ready to get on board with us? 🚀💡 Send us your CV and a short letter or a few lines about your motivation under the reference ENG-647-FR to jobs@syntony.fr or apply directly from [the career page of our website](#).