

Administrative Management Assistant

Permanent contract

Syntony GNSS is a human-sized company with an international dimension, based in Toulouse and labeled **FrenchTech**, specializing in **satellite navigation systems** (GNSS). Since our recent integration into the **Safran Group**, we have entered a new phase of growth that combines the agility and innovative spirit of an SME with the solidity and global reach of a major industrial leader. Together, we are helping to shape the future of resilient PNT technologies.

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.

Join us and grow in a caring environment where your ideas take flight and your contributions strengthen the company's synergy.

The Context

As part of our development, we are looking for **an Administrative Management Assistant** to join our team. As a true pivot between departments, you contribute to the smooth running of the company by providing essential administrative, organizational and relational support, while respecting the confidentiality of the information processed.

What you'll accomplish with Syntony GNSS

Reporting directly to the Administrative and Financial Manager, you will carry out your missions in a collaborative environment that promotes mutual aid and transversality.

🎯 Your main missions:

1. Reception and General Services

- Ensuring the physical and telephone reception of visitors
- Manage access badges and meeting room organization
- Processing mail
- Manage supplies inventory
- Participate, in support, in the administrative management of services related to the building

2. Administrative management of purchases

- Enter and track purchase orders
- Monitor the receipt of orders and contribute to the optimization of supplier follow-up
- Collect the necessary accounting documents (invoices, delivery notes)

3. Sales Administration

- Enter and track sales orders in the ERP
- Issue invoices
- Perform reminders if necessary
- Keeping the customer base up to date

4. Logistics

- Participate in the administration of international shipments
- Coordination with carriers
- Archive export documents

5. Support for the organisation of business trips

- Book transport, accommodation and car rental
- Finding the best value for money
- Prepare work orders

The technical skills we are looking for:

- Good command of office tools: Word, Excel, PowerPoint, Outlook, etc.
- First experience in the use of an ERP
- Knowledge of export regulations would be a plus (customs clearance, ATA carnet)
- Good writing skills, with neat spelling and a professional style
- Ease in analyzing and managing requests for information
- Strong organizational skills: priority management, rigor, autonomy
- Proficiency in written and oral communication in English (professional level required)

About you

With a BTS/BUT level training in executive assistantship, SME/SMI administrative management, Sales Administration or equivalent, you have a first 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?

- Benefit from the solidity and prospects of a large group like Safran, while evolving in a human-sized environment where your impact is real and visible.
- Joining a company where innovation, high standards and benevolence guide our projects and decisions.
- Grow in a learning and stimulating environment, alongside passionate teams, on various projects with an international dimension.
- 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

Ready to get on board with us? 🚀 ✦ Send us your CV and a short letter or a few lines on your motivation under the reference ENG-656-FR to jobs@syntony.fr or apply directly from [the career page of our website](#).