



Air Charter Service

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Office Administrator

Department: Administration Department

Office: Paris

Key Purpose: To support the Paris office through effective management of daily administration, human resources, IT and accounts functions. Also to act as a Personal Assistant to the Director.

Reporting to: Director of Aircraft Chartering Services SAS

Key Competencies:

- Organisation and time management; must be able to multi-task and prioritise in order to handle workload.
- Excellent communication skills in person, over the phone and in writing (email and word documents).
- Team player who is willing & able to support the whole office.
- Reliability and steadiness under pressure.
- Polite and professional manner.

Key Responsibilities:

Administration

- Raising, getting approval and filing of POs
- Processing daily post
- Arranging and organising office diary (A/L, days off, sales visits, flights...)
- Taking meeting minutes
- Manage travel and accommodation needs
- Maintain stationary for office, liaise with suppliers (Courier, cleaners...)
- Oversee accounts payable / receivables
- Maintain Library (Industry publications...)
- Support the Paris sales team as required
- Covering overflow calls
- ACS DB Changes

Marketing

- Providing help to implement marketing action (translation...)

Human Resources

- Assisting with recruitment
- Organizing training for office as required
- New starter information and induction
- Scheduling employee appraisals
- Keeping up-to-date employee records on file
- Managing medical insurance

IT

- Relay and resolve any pertinent computer issues to the IT Manager and/or the outsourced IT management company

Personal Assistant

- Manage the Director's diary
- Screen phone calls for the Director to ensure only relevant calls are put through
- Assist with creating & updating reports for the Director as required
- Complete expense report
- Complete and maintain salesman data report
- Process and manage the 150 day rule report for the office
- Make up flight files when required