

## Job description

EG 427, a French biotechnology company that pioneers a new approach in gene therapy called pinpoint gene therapy, is looking for its:

# Senior Office Manager

**Full time position**  
**Paris, France**

## Overview

Provides administrative assistance to the executive team of EG 427. Performs a variety of day-to-day work and established procedures and standard practices of the back office. Some specialized knowledge of Accounting and Human Resources is required.

The role is a full-time position and involves the management of the day-to-day back office operations in an early stage Biotech company.

## Mission

Performs for the senior team (Comex) secretarial and administrative work required to ensure the efficient operation of the office. Facilitate internal and external meetings both virtual and lives by organizing agendas, calendar invite, meeting rooms, conference details and by coordinating reservations, equipment needs and guest's accommodation. Support management activities, including, but not limited to writing minutes, SOPs, travel arrangements, bookings, etc...

Support for budget and financial actions for day-to-day accounting operations including purchase order management, payment of suppliers, review of invoices, expenses and bank account to comply with the financial policy of EG 427. This mission will be supported by an external senior Finance consultant.

Serves as Human Resources office leader in charge for posting positions, new hire paperwork, maintaining employee records, Payroll Process, Workers Compensation Records, ensuring that current and applicable labor laws are applied. This mission will be supported by an external senior HR consultant.

Acts as a project leader between firm and building owner at the G&A level regarding building security and access, facilities projects, maintenance requests, and all related issues in coordination with the lab manager.

Serves as central information point of the back office. Makes recommendations to the executive team to improve office operations.

Performs other related duties as assigned.

## Skills

- Considerable knowledge of office operations, procedures and French HR regulations, expense reports and payable management
- Act as swiss army knife when it is required, be always ready, willing, and able to help the team for any G&A topics and continuously help to take care of any problem when it occurs — even if it isn't in their direct work area

- Demonstrated ability to communicate effectively both orally and in writing; to interpret and apply policies and procedures; to exercise judgment and work effectively with all levels of personnel
- Ability to prioritize work and deliver on time
- Education, training or experience sufficient to demonstrate the required knowledge, skills and abilities.
- Working skill in the use of Microsoft Office and sharepoint
- Specific knowledge of Quickbooks and Payfit is a plus
- Must be fluent in French and English (both spoken and written)

## Complementary information

We're looking forward to receiving your application (as a single PDF file) including:

- Cover letter
- Resume
- Contact details of three referees
- Miscellaneous documents (if any) to support your application

Please send your application to [info@eg427.com](mailto:info@eg427.com)

EG427 is an equal opportunity employer and values diversity within our company. We do not discriminate in any way. We make hiring decisions based solely on your experience and skills.