

# PHILLIPS

## JOB DESCRIPTION – PARIS OFFICE ASSISTANT

<b>JOB TITLE: PARIS OFFICE ASSISTANT</b>	<b>DEPARTMENT: OPERATIONS</b>
<b>REPORTS TO: RAPHAEL LAVAL (OFFICE MANAGER)</b>	<b>LOCATION: PARIS</b>

---

### **DUTIES AND RESPONSIBILITIES**

---

Such tasks as may be necessary to assist the Paris Office Manager with the administration, organization and operations of Phillips' Paris office, including but not limited to the following:

- **OFFICE**
- General administration and organization of the office, including but not limited to the following:
  - Sort incoming mail
  - Answer the door
  - Office supplies: make sure the specialists have the material they need, order supplies for the office such as soap, cleaning material, printing paper, tea, coffee etc.
  - Liaise with toner provider
  - Manage subscriptions for the office
  - Set up of the office so the be suitable to receive clients and walk ins
  - Liaise with cleaning services
  - Liaise with courier
  - Weekly runs to the post office
  - Organizing travel and expenses for the Paris office and some Paris staff
- **HEALTH & SAFETY:**
  - Overseeing and managing mandatory health & safety measures for the Paris office
- **HR:**
  - Organising mandatory employee health checks for Paris
- **ACCOUNTING:**

Assisting the Office Manager with various accounting related matters, including:

  - Assisting the Office Manager with preparing information to submit in the monthly VAT declaration
- **EXHIBITION AND EVENTS COORDINATION:**

Arranging and coordinating exhibition and events held at the Paris office, including:

  - Security
  - Catering
  - Specific orders (material renting, champagne etc.)
  - Hostess
  - Install / Deinstall team
  - Shipping
  - Liaise with marketing for evites, invite lists, lot cards (printed at the office), vinyl text (printed locally)
  - Attending events in Paris
  - Coordination + welcoming guests at Phillips Events in France or Europe
- **ASSISTANCE TO ALL DEPARTMENTS:**
  - Liaising with administrators for consignments (signature of contracts, obtaining KYC, uploading client information to company databases )
  - Helping with Client visits
  - Assisting with Client requests
  - Liaising with colleagues to explain specific French requirements (e.g. KYC, Taxe Forfaitaire)
- **SHIPPING (expertise):**
  - Assist the Office Manager with transport arrangements for client property

# PHILLIPS

---

## EDUCATION AND TRAINING

---

- Strong passion for art & design (Art History background desirable)
- Languages: Fluent in French written / spoken. Preferably fluent in English – including written and spoken
- Work experience within the same / similar industry is desirable

---

## PROFESSIONAL SKILLS AND EXPERIENCE

---

- Ability to deal effectively and efficiently with multiple tasks
- Excellent organisation skills
- Strong attention to detail
- Ability to communicate in a professional manner with a wide variety of people including superior written and spoken communication.
- Ability to prioritise effectively and adjust with change
- Ability to work to strict deadlines and in high pressure situations
- Ability to work individually on own initiative and as part of a team
- Ability to learn Phillips' internal processes and systems
- Computer literate

---

## WORKING CONDITIONS

---

- Work is undertaken within the France office location
- Flexibility to work different hours to meet the needs of the business is essential