

Trilingual assistant / Office Manager – Houston Office

Due to its growth, Chromatotec Inc, subsidiary of Chromatotec Group (www.chromatotec.com), manufacturer of « High Tech » measuring instruments for industry and environment markets, is looking for an assistant, trilingual English / Spanish/ French – Office Manager.

Chromatotec Inc. entails support for Chromatotec distributors in USA, Canada and South America: spare parts supply, training center, technical support, tests laboratory...

Tasks:

In direct link with the Head Office Management in France, you will be in charge of:

- Standard secretarial work and general administration of the Office (e.g. organization of appointments, travel, follow up of files and cases, creation of monitoring Excel Tables, etc.);
- Intermediary between General Management and local partners (accounting company, lawyer, chamber of commerce ...);
- Preparing and transfer all accounting documents of the Houston Office to central accounting department ;
- Relations with suppliers in the US and the purchasing department in France and verifying the proper operation of imports/exports ;
- Communication and link between French Head Office and distributors in North and South America ; Relation with company's partners and Big Accounts.
- Help the R&D department for norms' update, accreditation...
- Responsible for the presentation and the proper functioning of the office;
- Responsible for trainings and events' organization at Houston Office
- Daily reporting to the French Head Office
- Archiving

Profile :

For this multipurpose post, social skills, excellent communication, rigor as well as sense of confidentiality will be main assets.

Minimum Bachelor Degree required

Necessarily trilingual French, English and Spanish

5 to 10 years of experience in a similar position

Computer knowledge : Word, Excel, Outlook

Position to be filled promptly