



JOB DESCRIPTION

JOB TITLE: Technical Assistant / Office Assistant

JOB TYPE: Full-time

LOCATION: WMA Secretariat, 13A chemin du Levant, 01210 Ferney-Voltaire, France

SUPERVISOR/MANAGER: Head of Operations

ROLE OVERVIEW:

The Technical Assistant (or Office Assistant) is the position to carry out a range of assistance to the Secretariat in general, supporting office operation and technical issues related with estate management and office equipment functions that ensure that the WMA Secretariat building is compliant with legislation and fit for purpose.

THE MAIN DUTIES AND RESPONSIBILITIES CAN BE DESCRIBED AS FOLLOWS:

- Monitoring building compliance checks necessary to satisfy internal and external scrutiny, including Risk Management, Health and Safety and other regulatory and statutory standards in France
- Assisting WMA Secretariat

SPECIFIC AREAS OF RESPONSIBILITIES:

General

- To carry out a range of estate management functions relating to the WMA premises,
- Provide technical assistance to the secretariat in matters of information management and technology
- Act as first point of contact with WMA tenants
- To assist WMA archives (digitizing and storing paper copies)
- Providing clerical support under the direction of the Head of Operations, to order/buy office materials/supplies.
- To assist Secretary General and Head of Operations
- To assist Communications/Information Manager on Associate Membership management

Estates management

- Maintain an up-to-date knowledge of relevant health and safety legislation and best practice.
- Support the Head of Operations to ensure compliance with health, fire, environmental and other buildings-related requirements.



- Maintaining contact with the syndic of co-owners (syndicat de copropriété) and with the individual owners of the building where needed.
- Monitor, evaluate and review health and safety policy and make recommendations.
- Support the secretariat in maintaining safety systems by providing specialist advice and practical support
- Coordinate with authorities and companies for inspections and audits
- Ensure that a full service log is kept up to date and maintained
- Ensure that all equipment is serviced as appropriate
- Support in the identification of repairs and premises maintenance requirements and arrange remedial action.
- Ensure property database is up-to-date

SKILLS & EXPERIENCE

Qualifications:

School: French BAC

University: BA or equivalent vocational qualification

Language: French/English (writing and speaking)

Skills, Experience and Profile

- Experience of servicing formal meetings
- Good IT knowledge/Computer skills including Windows, Word, Excel, Outlook and web browsers (essential)
- 2 years practical experience in similar role (preferable)
- Can demonstrate a working knowledge of health and safety
- Can demonstrate experience in maintaining a successful maintenance, repairs and service program (preferable)
- Can demonstrate broad understanding of regulatory requirements
- Experience of using own initiative
- General office experience
- Ability to work under pressure while maintaining a positive professional attitude
- Ability to work as part of the team
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- Good communication skills
- Good telephone manner
- Good organisation skills
- High standard of accuracy
- Driver's license EU Class B (automobil) (essential)