

OFFICE MANAGER

Job description

The Resilience Institute Europe is a value-based and inspirational consulting firm that specializes in resilient leadership, transforming organisations and beyond.

PURPOSE

Enabling body, heart, and spirit, The Resilience Institute Europe accelerates the transformation of organisations through people transformation starting with the leaders and their teams.

OFFERING

Our offering, customized and flexible, includes keynotes, short programs, practical workshops, residential seminars, coaching and consulting services. The Resilience Institute uses a well-tested methodology supported by powerful tools including an online Resilience Diagnostic assessment and learning resources in the Resilience App.

BACKGROUND

The Resilience Institute was founded in 2002 in New-Zealand by Doctor Sven Hansen, expert in sports medicine and in the optimization of performance for top athletes. The Resilience Institute is now a global organization with 10 practices in Europe, Asia Pacific, USA and South Africa. Founded in 2010, The Resilience Institute Europe (TRIE) collaborates with top leaders of leading global organizations.

TRIE is working towards getting the B Corp Certification. Certified B Corporations are businesses that meet the highest standards of verified social and environmental performance, public transparency, and legal accountability to balance profit and purpose. B Corps are accelerating a global culture shift to redefine success in business and build a more inclusive and sustainable economy <https://bcorporation.net/>.

WE ARE LOOKING FOR AN OFFICE MANAGER

The Resilience Institute Europe is growing! Expanding our activities in various markets, we are actively looking at an Office Manager (located in France or Belgium) ready to join us and complement the existing team.

You will be the key link between all the company's stakeholders: partners, internal and external teams, customers and providers.

You will help the team to deliver a good performance to customers, and ensure that they are correctly invoiced for it. You will work mainly remotely, but with regular team's contacts.

REQUIREMENTS

You're the perfect candidate if you:

- Are at ease with people and figures
- Have at least 5 years of professional experience
- Have a very good sense of organization, rigor and agility
- Demonstrate creativity, good operational sense and dynamism
- Enjoy being part of a team while demonstrating autonomy and independence
- Familiar and at ease with digital tools
- Are willing to help improving processes to support growth
- Are fluent in French and English

JOB SPECIFICATIONS

- Main contact of our customers on billing and "Resilience App" topics
- In charge of billing, in close relationship with the consultants and the CFO
- In charge of collecting and controlling suppliers' invoices
- Regularly monitoring bank accounts and prepare payments
- Helping bookkeeping, in close contact with the accountant and the CFO
- Report to the Managing Partner and the CFO

Starting date: Immediately

How to apply: please send your resume, motivation letter and financial expectations to nathalie.grospiron@resiliencei.com