

Administrative Assistant

Job Location

27 Rue de l'Échiquier, 75010, Paris, Île-de-France, France

Remote work from: FR

Base Salary
USD 2,700 - USD 3,500

Qualifications

High School Diploma/12th Grade Pass or Equivalent

Employment Type

Full time
`function google = window.adsbygoogle || [].push({});`

Experience

No Experience Required - 2 Years in Clerical or Office Support

Skills

Excellent organizational and time management, proficiency in MS Office Suite, strong written and verbal communication (English and/or French), attention to detail, proactive problem-solving.

Responsibilities

Managing office correspondence, scheduling appointments, maintaining digital and physical records, supporting team operations, coordinating office supplies, basic data entry and report preparation.

Description

GlobalConnect Solutions is actively seeking a motivated and detail-oriented individual to join our growing team as an Administrative Assistant in **Paris, France**. This role is perfectly suited for candidates who are either just beginning their professional career or have acquired some foundational experience (1-2 years) in a fast-paced office environment and are eager to grow their administrative skills. As the backbone of our daily operations, you will be crucial in ensuring the smooth and efficient running of our office, providing essential support to various departments and management.

Apply for Jobs

- Apply for Various 5 Star Hotels Jobs- [Click here!](#)
- Apply for Airport Staff Jobs- [Click here!](#)
- Apply for Jobs in Canada with Free LMA Visa of CA\$12800- [Click here!](#)

About the Role:

You will be responsible for a wide range of administrative and clerical tasks. Your main goal will be to maintain a high level of organizational effectiveness and

Hiring organization

GlobalConnect Solutions

Date posted

November 1, 2025

Valid through

22.03.2026

communication within the company. This is a dynamic position that requires a highly organized, professional, and courteous individual capable of handling multiple priorities with a positive attitude. The ideal candidate will be proactive, possess strong communication skills, and be committed to maintaining confidentiality. We value reliability and a willingness to embrace new challenges and training opportunities.

Key Responsibilities:

- **Office Management:** Effectively manage the reception area, including greeting visitors, answering and directing phone calls, and handling incoming and outgoing mail and deliveries. Ensure the office remains tidy and functional.
- **Administrative Support:** Provide general administrative support to the management team and other staff members as required, including scheduling and coordinating meetings, preparing meeting rooms, and taking minutes when necessary.
- **Documentation and Data:** Maintain comprehensive and organized digital and physical filing systems. Perform accurate data entry, generate basic reports, and prepare presentations using Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- **Logistics and Supplies:** Monitor and manage office supplies inventory, placing orders as needed, and managing relationships with vendors. Assist with coordination of travel arrangements and expense reports for staff.

Register Now

- Apply for Various Skilled Worker Jobs- [Click here to Apply!](#)

Important Links

- Also Apply for the Various Office Worker Jobs-