

Executive Secretary

Job Location

18 Rue de Rivoli, 75004, Paris, Île-de-France, France

Remote work from: FR

Base Salary

USD 3500 - USD 4800

Qualifications

Graduate Pass (Bachelor's Degree in Business Administration, Office Management, or related field preferred)

Employment Type

Full time

Experience

3-5 years of proven experience in an executive support role or similar high-level administrative position.

Skills

Advanced calendar and travel management, superb communication and interpersonal abilities, strict confidentiality and discretion, proficiency in MS Office Suite, excellent organizational and time-management skills, proactive problem-solving.

Responsibilities

Manage complex executive calendars and travel, prepare high-quality documents and reports, coordinate high-level meetings and take minutes, handle confidential information discreetly, act as a professional liaison for the executive team.

Description

Veritas Global Solutions, a leader in the consulting and technology sector, is seeking a highly professional and experienced **Executive Secretary** to provide comprehensive administrative support to our senior executives in our vibrant Paris office, located in the historic region of Île-de-France, France. This pivotal role requires a candidate who is not only skilled in traditional secretarial duties but who also possesses the foresight and initiative to anticipate the needs of a fast-paced executive environment.

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Hiring organization

Veritas Global Solutions

Date posted

November 1, 2025

Valid through

19.04.2026

As an Executive Secretary, you will be the backbone of the executive office, ensuring the efficient and smooth operation of daily activities. Your responsibilities will span from meticulous calendar management, including scheduling complex meetings and coordinating international travel itineraries, to serving as the key point of contact for both internal and external stakeholders. You will manage all incoming and outgoing correspondence with professionalism and precision, drafting, proofreading, and editing documents, reports, and presentations to the highest standard.

A crucial part of your role will involve handling sensitive and confidential company information. Maintaining absolute discretion and professionalism is paramount to building the necessary trust with the executive team. You will organize and attend high-level meetings, efficiently taking and distributing minutes, and following up on all resulting action items to ensure timely completion. You will also manage office supplies, maintain accurate electronic and paper filing systems, and assist with financial-related tasks such as processing expense reports and invoices. The ideal candidate will demonstrate a proactive approach, exceptional organizational abilities, and strong critical thinking to navigate unexpected challenges with composure. This position is a demanding but highly rewarding opportunity for a mid-to-senior level administrative professional looking to leverage their expertise in a global company setting in France.

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