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Office Coordinator

Job Location

12 Rue du Faubourg Saint-Honoré, 75008, Paris, Île-de-France, France

Remote work from: FR

Base Salary

USD 2600 - USD 3400

Qualifications

Bachelor's Degree in Business or related field

Employment Type

Full time
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Experience

1-2 years in a relevant administrative support role

Skills

Excellent bilingual communication (French/English), MS Office proficiency, superior organization, calendar management, vendor liaison, high attention to detail, proactive problem-solving, time management, and professional discretion.

Responsibilities

Manage daily office operations and administrative workflows, coordinate internal communications and meeting logistics, oversee office supply inventory and vendor contracts, assist with new employee onboarding processes, and provide general support to executive teams.

Description

Global Zenith Consulting is seeking a highly organized, proactive, and dynamic **Office Coordinator** to be the backbone of our thriving Paris office. We are looking for a lower-level or slightly experienced candidate who is eager to grow their career in a vibrant international environment. Your role is central to ensuring our daily operations run with maximum efficiency and professionalism, supporting all teams across various administrative and logistical functions.

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Hiring organization

Global Zenith Consulting

Date posted

November 1, 2025

Valid through

02.05.2026

of CA\$12800- [Click here!](#)

As the Office Coordinator, you will manage a multitude of daily administrative tasks that keep our consulting practice agile and effective. This encompasses everything from maintaining electronic and physical filing systems to managing the complex schedules of our key team members and ensuring a positive, well-equipped workspace. Your outstanding bilingual communication skills, particularly in French and English, will be critical as you serve as the primary liaison between staff, clients, vendors, and management. You will be instrumental in scheduling crucial internal and external meetings, assisting with event logistics, and managing our supply chain to prevent any disruption to workflow.

We value candidates with a Bachelor's Degree in Business Administration or a related field, coupled with **1-2 years** of practical experience in a high-paced administrative or coordination role. Essential skills must include mastery of Microsoft Office Suite (Word, Excel, Outlook), superior time management, and a demonstrable ability to multitask effectively while maintaining an unwavering focus on detail. The ideal candidate will be a self-starter who can anticipate office needs and implement solutions autonomously, showcasing both professional discretion and a service-oriented attitude.

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