

Senior Office Manager

Type of contract: CDI

Starting date: Octobre

Experience: More than 3 years' experience as an office manager

Location: Oria Bioscience, 6 rue Jean Calvin, 75005, Paris

Join Oria Bioscience, an innovative start-up based in the 5th district of Paris!

We specialize in the production of novel high-quality bio-reagents to revolutionize drug discovery for pharmaceutical laboratories. Following a successful spin-off from ENS-PSL/CNRS, our first contracts, and seed funding with VCs, we are expanding our team.

We are looking for an excellent Office Manager to support the daily operations of the company and ensure the improvements and perfect running of our growing structure. As a key member of our agile team, you will contribute to speeding up operations, building an efficient and welcoming work environment, and supporting the team as we expand our activities internationally.

Your profile:

- You have 3 to 7 years of experience in office management, administration, or executive support, preferably within a medium-size company in the field of bio-production and product distribution for the pharmaceutical industry.
- You are very organized, proactive, and adaptable. You are able to manage multiple tasks and priorities efficiently to avoid administrative work slowing down general workflow.
- You have excellent interpersonal skills and enjoy contributing to a positive and productive team atmosphere.
- You are comfortable handling administrative and operational tasks with autonomy and reliability.
- You are fluent in French and in English

What you will do:

- Ensure day-to-day office management : management of premises, supplies, service providers, monitoring of supplier contracts, subscriptions and general services, organize meetings...Handle HR-related tasks, including onboarding and supporting payroll preparation.
- Manage basic accounting tasks (invoices, payment tracking), enter expense reports, settle disputes, categorize invoices, prepare monthly and annual VAT statements, monitor payments, follow-up with providers and customers, manage collections. An evolution

toward advanced accounting responsibilities can be considered.

- Handle paper-work and partners regarding product shipments in EU, US and Asia.
- Maintain a welcoming and efficient work environment for the team, support in organizing events and internal communications to facilitate smooth operations and a positive team culture.

Benefits of joining Oria Bioscience:

Under the expertise and excellence of the Oria Bioscience team, you will have a unique opportunity to grow within a science-driven start-up ecosystem. Your role will be essential in supporting the company's growth and success.

- Environment: thrive in an innovative, entrepreneurial environment in the 5th district of Paris and become part of a French DeepTech company.
- Team: Work closely with Alexandre Santinho (CEO) and Marine Moutia (COO) while supporting the rest of the team to ensure smooth daily operations.
- Compensation: Competitive, aligned with your experience and evolving with your results.

If you want to be part of a dynamic and fast-growing team, we encourage you to apply for this exciting opportunity!

To apply:

Please send your resume (in French or English) to our COO Marine MOUTIA (mmoutia@oriabs.com)