Office Manager

La Rochelle (Lagord), France

Join Genevos — Powering the Future of Clean Maritime Energy

At Genevos, we are on a mission to decarbonize the maritime sector. Our cutting-edge fuel cell technologies replace polluting combustion systems with clean, high-efficiency energy solutions, helping the shipping industry move decisively toward net-zero emissions.

We design and industrialize modular power systems that convert alternative fuels such as hydrogen, LNG, and methanol into electricity with exceptional efficiency and dramatically reduced emissions. Joining Genevos means contributing to innovative technology that makes a real-world environmental impact.

Why Work with Us

Genevos is a fast-growing, mission-driven company where ownership, creativity, and collaboration define our culture. You'll work alongside passionate engineers, technologists, problem-solvers, administrators, and leaders tackling high-impact challenges that advance sustainable maritime transport.

If you're motivated by innovation, energized by responsibility, and eager to contribute to meaningful environmental progress, you'll thrive at Genevos.

The Role

We are seeking a highly motivated Office Manager to oversee the smooth day-to-day running of our office operations and provide essential administrative, financial, and organizational support across the business. This role is critical to securing efficient internal processes, strong operational coordination, and reliable administrative and financial management.

Reporting to General Management, your key responsibilities will include:

Key Responsibilities

- Ensure the smooth day-to-day running of the office and support efficient internal operations.
- Manage schedules, meetings, travel arrangements, correspondence, and general office logistics.
- Handle phone calls, mail, and emails, including receipt, opening, scanning, digital filing, physical archiving, and distribution to the relevant department or person.
- Maintain and update records, files, databases, and administrative documentation.
- Manage office supplies and equipment, including ordering and stock follow-up.
- Support recruitment, onboarding, training coordination, and general HR administration, including forfait/RTT tracking.
- Prepare reports, meeting minutes, and other business documents.
- Coordinate events, business travel, shipments, and other operational logistics.
- Manage purchasing and sales administration, including purchase orders, quotations, order confirmations, invoicing, and customer follow-up.
- Monitor payments and support basic bookkeeping, preferably using Odoo.

- Support financial administration in coordination with external accountants, banks, insurers, and public authorities.
- Assist management with legal, compliance, and general corporate administrative matters.
- Contribute to company life and internal communication

Qualifications & Experience

- 2–3 years of higher education (BTS or Bachelor's degree) in administration or a related field.
- 3 to 5 years of experience in office management, administration, executive support, or a similar role.
- Experience in accounting support, invoicing, purchase orders, and bookkeeping.
- Experience with HR administration and coordination with external service providers is a plus.
- Experience with Odoo or similar ERP/accounting software is preferred.
- Proficiency in standard office software.
- Fluency in English.

Personal Skills Required:

- Strong organizational and administrative skills, with the ability to manage multiple priorities and handle several tasks simultaneously with close attention to detail.
- High level of autonomy, rigor, reliability, and strong time management skills, with the ability to set priorities effectively and work independently.
- Strong communication, coordination, and interpersonal skills, with a collaborative mindset and strong professional ethics.
- Results-driven and proactive, with a focus on efficiency and continuous improvement.
- Ability to handle sensitive information with discretion and confidentiality.

Additional Information

- Location: Lagord, Charentes-Maritimes, 15 minutes from La Rochelle by bike.
- Contract: Permanent, part-time (open-ended).
- Start date: ASAP.

How to Apply

Send your CV and cover letter to officemanager@genevos.com. Only qualified applications will be considered. Applications are confidential. Refer to our privacy policy for details.