

OFFICE MANAGER ROLE DESCRIPTION

We are a growing social business, and we need team members who want to be an actor of change. Sulitest influences higher education and corporation to mainstream sustainability. We are used on 5 continents and recognized by the UN (see our [last report](#) published for the UN HLPF).

Here we are specifically looking for someone to be the referral person for Sulitest's administrative and financial organization.

Your mission

Your mission is key to allow Sulitest to grow and thrive in a sustainable way. You will act as a referral "hub" for the team to guarantee a social, administrative, financial and legal framework, and to take care of and develop the talents. It involves:

- Administrative & accounting management of the structure
- Financial management and invoicing
- Implementation & monitoring of our HR practices and tools
- Daily organization of the team and of the workplace tools.

You will be working directly alongside the co-founders and the team, helping us work together better and deliver more impact. You will specifically work in direct contact with our CFO and our chartered accountant.

Responsibilities

- Finance and accounting: take charge of the follow-up of invoicing, collections and purchases; monthly and annual accounting closing; and support to our client's procurement process. 1/3 of your time
- Administrative management: contribute to the improvement and automation of administrative monitoring tools; help meet administrative obligations and deadlines. 1/3 of your time
- Team life: support our organization, from weekly to annual planning. 1/3 of your time

About YOU

You thrive in a dynamic and meaningful environment and are excited about the opportunity to work for a purposeful project.

- *You have experience in French accounting system and HR regulation, office management and project management*
- *You speak fluently English and French (*)*
- *You have a Bachelor degree in business administration or related, and at least 2 years of experience, ideally in a dynamic, startup-like environment (**)*
- *High standards & kindness: with yourself as with others, you seek excellence while accepting to be only a human with limited power*
- *Fun & serious: You work seriously without taking yourself too seriously*
- *Proud & humble: You know how to rejoice in our successes, such as accepting, learning, and sharing your mistakes*
- *Me, We, All of Us: You are committed, and you believe in taking care of yourself, the collective and the whole world*

About Us

- Our core team is composed by Aurelien, JC, and Estela. We are a small, but hard-working and fun team who truly value trust and cooperation. After a successful fundraising we are opening 7 positions to grow our team. Why should you join us? Because we share a bold vision, we help each other to achieve that vision and we trust that each of us is doing our contribution to the best of our ability. And we are very proud to work with a great community of supporters around us!
- At Sulitest, you'll be given a lot of space to explore, contribute and grow. As a small team, you'll often wear different hats, either because the team needs it or because you would like to try a different style. New ideas are very welcome, and if you are proactive and eager to learn, Sulitest is a great place for you.
- Our social business is called Sulitest Impact because impact is at the forefront of everything we do, while we also have the responsibility to make the business successful and sustainable.
- We are big believers of collective intelligence, co-responsibility, and co-creation. Joining Sulitest at this early stage will be even more special as you'd have the opportunity to help us shape the culture and how we work. We also care for each other on a personal level, and we put relationships first.



WHEN

As soon as possible. Want to join us tomorrow?

WHERE

We are a close-knit team that knows how to work independently. We have two offices: one in Paris (near the [Cours Saint Emilion](#)), and the other in Marseille (in the "Parc National des Calanques" in [Luminy](#)).

We like to be together physically to work, but we also know how to adapt to the needs of each one.

REMUNERATION

From 31€ to 37k€, including collective bonus

HOW

Share with us your CV and why you are interested in the role, by sending an email to contact@sulitest.org

**other languages are always a bonus as we are an international organization*

***If you don't meet the degree requirement but believe you are qualified for the role, contact us and share why you believe you will be great for this job!*

