



**Fiche de Poste**

**Assistant(e) administratif bilingue – Location : Paris**

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**Contact:**

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## I. Fiche de Poste

### 1. Présentation de PUR Projet :

Développement de projets d'agroforesterie et de préservation des écosystèmes ; accompagnement à l'intégration de ces projets dans la stratégie des entreprises.

Pour plus d'information : [www.purprojet.com](http://www.purprojet.com)

### 2. Mission principale :

Assister l'équipe Administrative et Financière sur l'ensemble des activités liées à la gestion administrative et aux services généraux de PUR Projet.

### 3. Activités spécifiques :

- Assistanat général :
  - o Accueil et réception des communications téléphoniques,
  - o Gestion du courrier,
  - o Assistance aux voyages de l'équipe (billets d'avion, réservations),
  - o Achat des fournitures / matériel bureau,
  - o Gestion des matériels bureautiques...
- Assistanat de gestion comptable de l'entreprise :
  - o Saisie de la Base de Données Clients / Fournisseurs : création des fiches clients/fournisseurs, édition des documents de vente (devis, factures), édition des bons de commande, paiements, etc.
  - o Saisie dans l'outil comptable,
  - o Tri et enregistrement des notes de frais,
  - o Tri et archivage de la documentation (contrats, documents légaux, pièces comptables)

## II. Profil requis

- Bac +2/3 type DUT, BTS Assistanat de Direction ou Comptabilité
- Rigueur, méthode, sens de l'organisation, maîtrise de la langue et de l'orthographe
- Polyvalence, facultés d'adaptation et de réactivité
- Maîtrise des outils bureautiques : tableurs (Excel), traitement de textes (Word), Une connaissance des logiciels comptables et CRM serait un plus
- Français et anglais obligatoires
- L'espagnol serait un plus

### III. Recruitment process

All candidates are asked to go through the following recruitment process

#### 1. Step 1: Selection of resume

Please send your resume to [admin@purprojet.com](mailto:admin@purprojet.com)

Please note that a cover letter is not compulsory at this stage.

We usually receive between 50 and 100 resumes for a newly published open position.

We will select 10 to 15 profiles to participate in the recruitment process, who will be offered the opportunity to go to step 2.

#### 2. Step 2: Presenting yourself and PUR Projet

##### Guidelines:

Prepare a maximum 3-minutes video, including:

- A max. 1'30" min presentation of yourself, in French
- A 1' presentation of PUR Projet, in English

##### Logistics:

- Please confirm that you are still willing to participate to the recruitment process by sending an email to [admin@purprojet.com](mailto:admin@purprojet.com), mentioning the precise target date for the transmittal of the video.
- Put the video on YouTube or equivalent (video status should enable anyone with the link to watch it) and send the link to the address [admin@purprojet.com](mailto:admin@purprojet.com).

##### Note:

After step 2, we should select 5 candidates to go to step 3.

#### 3. Step 3: Practical test, Introduction to our tool

##### Guidelines:

Prepare 2 sales documents and 1 Purchase order in our CRM

- Create one estimate and one invoice to quote and sell 20 notebooks (selling price 1,20 €) to the client

Fondazione Slow Food  
Vicolo Chiaffrini, 2  
12042 Bra (Cn)  
Italy

- We only have 13 notebooks in our stock; please create the purchase order to restock using [this item reference](#).

**Logistics:**

- You need to create a free trial session on Sellsy:  
<https://bienvenue.sellsy.com/s/9139/essayezsellsy>
- Please confirm your participation to step 3 sending an email to [admin@purprojet.com](mailto:admin@purprojet.com), mentioning the precise target date for the transmittal of the test deliverables.

**Note:**

After step 3, we will select 3 profiles maximum to go to step 4

**4. Step 4: meeting with a team leader****Guidelines:**

You will be contacted to set up a 1 hour and a half meeting (ideally at the office, but via video call if it is simpler) with one of PUR Projet's team leader. The meeting will cover:

- A conversation about your experience, your profile and your motivation to join PUR Projet
- A slight 20-to-30' case study on Excel to evaluate your handling of the tool.

**5. Step 5: end of the recruitment process**

At this stage, a maximum of 2 candidates are still in the process and a confirmation meeting might be organized with the admin team members and PUR Projet's founder or Director.

The conditions of the job offer are discussed at steps 4 and 5. After step 5, a formal job offer detailing the proposed conditions is sent to the selected candidate.



## V. Pictures

A short selection of pictures is proposed here to get a feeling of the essence of our activities and share the passion that drives us.



Organization of a planting wave in Guatemala



Pierric Jammes, PUR Projet Managing Director, during a workshop with a coffee cooperative in Indonesia



Tristan Lecomte at PwC conference « creating value through the preservation of the ecosystems »



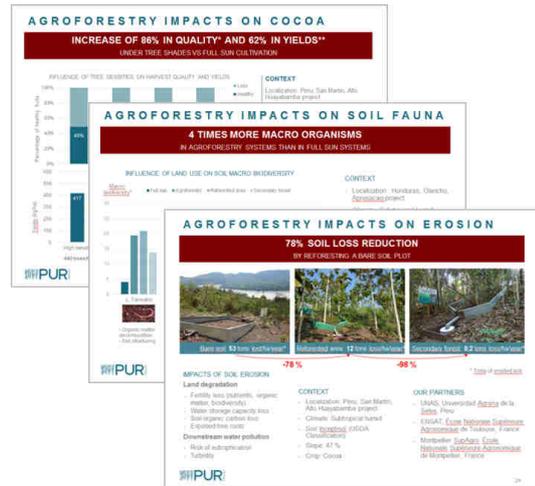
Tristan Lecomte and the Nespresso Sustainability Advisory Board



Khawndao Mahasing, Thailand regional manager during a field visit on one of Thamma Raksa project



PUR Projct stand during COP21 side event



Extracts of [PUR Lab](#) studies results



Cocoa agroforestry farm in Peru



Nursery logistics during planting wave in Ethiopia



Monitoring activities in Peru



Agroforestry parcel in the project in UK