



#### **Academic administrative assistant M/F**

Headway People is a leading direct sourcing specialist recruiting exclusively for the higher education, research and training sectors. Le Cordon Bleu has engaged our services for the recruitment of an :

#### **Academic administrative assistant M/F**

#### **POSITION CONTEXT :**

Reporting to the Strategic development & academic Director of the Institute Cordon Bleu Paris, the academic administrative assistant works in a team environment acting as a liaison with the Institute 's Senior team and serving as resource for the Strategic development & academic Director and dedicated staff members.

#### **KEY ROLES**

- Maintains a thorough knowledge of the Strategic development & academic Director's objectives, goals, issues, and current priorities and ensures that activities are performed in accordance with the Institute's policies and procedures.
- Identifies matters of priority for the attention of the Director, coordinates necessary meetings, gathers relevant background material, and prepares agenda.
- Ensures oversight and tracking of institutional procedures to ensure flow of information, requests, and reports to and from the Director's office.
- Analyzes all incoming correspondence, reports, and submissions. Provides any supporting or clarifying information of relevance to enable decision making.
- Ensures continuous support to the administrative team in the delivery of services by : keeping up to date on activities and programs, implementing and monitoring the creation, renewal and enrichment of educational resources for initial and continuing education degrees, collaborating in the logistical operation of the pedagogy of the various training courses, evaluating and enhancing all of the institution's educational formats and resources. Confirms priorities and timeframes; organizes work accordingly.
- Resolves issues related to logistics and workflow and provides feedback and suggestions to improve efficiency of processes and procedures.
- Ensures liaison with targeted work team or single point of contact person on ongoing program development, certification, qualification and other initiatives as required. Maintains updated records, reports on activities and oversight on action plans within the set timeframe.
- Provides a first draft of correspondence and ensures that all outgoing correspondence, reports and submissions are formatted according to the highest standards, both in French and in English.
- Provides administrative support to the Strategic development & academic Director for partnership development and collaboration activities external to the institute, as required.
- Provides support for creating and finalizing PowerPoint presentations both in English and French, according to specifications by the Strategic development & academic Director.
- Coordinates meetings, conferences and special events between the Strategic development & academic Director and senior management staff, other colleges, and universities, outside agencies, politicians, representatives of government departments and agencies, private sector organizations, and companies.

#### **EDUCATION & EXPERIENCE**

Education: Undergraduate university degree (licence, bachelor or equivalent)

Experience: Three (3) years' related experience

Other qualifying skills and/or abilities :

- Discretion, accuracy, attention to details, and good judgment.
- Excellent planning, organizational and priority setting skills.
- Demonstrated problem solving ability as well as the ability to manage multiple projects.
- Excellent interpersonal and communication skills.
- Demonstrated ability to use a variety of software applications such as the Institute's digital platform used by teachers and students, and academic planning system, spreadsheets, other applications in order to compile, manipulate, process, and/or format data and reports.
- Ability to work under pressure and meet deadlines; availability to work irregular hours if required.
- Ability to work under minimal supervision and as part of a team.
- Strong written and oral communication skills, in English and French.

Recruitment process: Candidates should submit a detailed CV at: [m.pitancier@headway-advisory.com](mailto:m.pitancier@headway-advisory.com)

<b>Ref</b>	LCB_AAA
<b>Date de dépôt</b>	14-02-2023
<b>Date de prise de poste</b>	03-04-2023
<b>Catégorie</b>	Fonctions supports
<b>Statut</b>	Fermé
<b>Contrat</b>	CDI
<b>Localisation</b>	Paris



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