

Type of Contract: traineeship from 2 months under convention Workplace: Ecully, France	Beginning of the contract: as soon as possible Remuneration: no
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JOB DESCRIPTION:

- ⇒ administrative and documentary management, travel organization, mail management, etc.
- ⇒ You work in collaboration with the founder to organize and manage administrative tasks.

COMPANY DESCRIPTION:

- ⇒ SUPRAWAYS is an innovative start-up incubated at the EM Business School in Lyon, which is developing a smart transport system.
- ⇒ SUPRAWAYS offers an efficient and environmentally friendly air transport system for passengers and freight.
- ⇒ Website : www.supraways.com

« **Joining us is taking part in the revolution of the urban transport of tomorrow** »

MISSIONS :

Within SUPRAWAYS your main tasks will be as follows:

- ⇒ Classical secretary: reception, drafting and management of the mail, meetings appointment, document scanning, ...
- ⇒ Planning management;
- ⇒ Filing and archiving of paper and digital files;
- ⇒ Accounting and billing follow-up;
- ⇒ Organization of the CEO's international travel;
- ⇒ Inventory management and office supplies purchases;
- ⇒ Organization of events;
- ⇒ Various administrative tasks related to the activity of the company.

YOUR PROFILE:

With a strong appeal for innovative projects you are ready to invest in a high-stakes environment:

- ⇒ Bac +2 / 3 in administrative management;
- ⇒ You like administrative management;
- ⇒ 1st experiences would be an advantage;
- ⇒ Excellent Mastery of imperative French;
- ⇒ Excellent Proficiency in imperative English, another language would be an advantage;
- ⇒ excellent skills in Office or iLife packs;
- ⇒ excellent skills in synthetic presentations;
- ⇒ personal and professional qualities: autonomy, rigor, responsiveness, and excellent writing skills, teamwork, interpersonal skills and spirit of initiative, ability to integrate an international and multicultural environment;
- ⇒ mandatory convention.

We ask you to send us a letter explaining why you want to participate in the Supraways project, what are your motivations and how this project fits you.