

Job Description

Job Title	Executive & Office Management Assistant
Department	Executive Office
Contract type	Apprenticeship
Refers within DKT WomanCare	Executive Assistant & Office Manager
Workplace	Paris, France
Length of Contract	18-24 months

Company Description

DKT International is a global not-for-profit organization based in Washington, DC, and is one of the world's largest providers of **family planning, HIV/AIDS prevention & safe abortion** products and services. DKT combines **private-sector marketing techniques, cutting-edge technologies, and creative advertising** to ensure women and men have the products, knowledge, and services they need when needed. DKT has offices in **24 countries** and covers **over 65 markets**. While a non-profit, non-governmental organization (NGO), DKT operates like a social enterprise.

In May 2017, DKT acquired WomanCare Global Trading CIC (WCG CIC) a community interest company in London, which held exclusive rights for the **Ipas Manual Vacuum Aspiration (MVA)**, an ISO 13485 certified "Medical Device", suite of technology, globally seen as the leading method for **clinical termination of pregnancy & miscarriage management**.

DKT WomanCare Global oversees the manufacturing of the Ipas MVA technology as well as the related Regulatory Affairs & Quality Assurance, including compliance with the US FDA, EC, ISO and other quality standards. DKT WCG is certified ISO 9001 & ISO 14001. It is responsible for **global distribution** in more than 100 countries, including markets as diverse as Brazil, Canada, DRC, Egypt, Ethiopia, India, Indonesia, Japan, Kenya, Mexico, Nigeria, the United Kingdom, and the United States.

In February 2018, DKT WCG became the **exclusive global distributor for Levoplant**, a WHO-Prequalified 3-year contraceptive implant. Together, the global exclusive rights to Levoplant and the Ipas MVA technology **form the core** of DKT WC's product portfolio, which will continue to grow over time.

In December 2018, a new entity opened in Paris under the name **DKT WomanCare Global Services SAS** (DKT WCGS). The entity is the subsidiary of WCG CIC and oversees the commercialization of DKT WCG portfolio. To sustain its social marketing strategy in developing countries, known under the acronym "FP2030" Markets (69 markets), DKT WCG, benefits from a discretionary support from DKT International. Since 2017, DKT WomanCare is proud having registered a year-on-year double digit growth and expanded its portfolio and footprint.

DKT WomanCare is looking for an apprentice working as Executive & Office Management Assistant in our office based in Paris. We are looking for a strong-willed and thorough candidate with an entrepreneur spirit.

Our Vision and Mission

DKT WomanCare will build on this core, to become the leading aggregator of sexual and reproductive health products and technologies worldwide. **We are sharing our parent company's vision of being an innovative and adventurous social marketing enterprise, improving people's lives and creating a world where all children are truly wanted, and where people are free.** This aspiration is captured in the WCG company's Vision & Mission statements below:

Vision: “To increase women’s access to safe and innovative sexual and reproductive health technologies everywhere and to create a world where women are empowered to live their lives to the fullest.”

Mission: “Create a customer-centric platform that expands access to existing and new sexual and reproductive health technologies through synergies within DKT, and with other partners, across all markets and segments.”

Position Summary

A fantastic opportunity to develop your skills and experience by working as a DKT WomanCare Apprentice.

The apprentice’s responsibilities include learning and developing practical skills and completing assignments while working in an international environment with colleagues from all around the world.

The role of Executive & Office Management Assistant participates to the success of the company. Under the supervision of the Executive Assistant & Office Manager, the chosen candidate will oversee the day-to-day running of the office and will manage multiple administrative tasks that help the team perform their job in the best possible conditions.

Job Responsibilities

The apprentice will learn to be responsible for (non-exhaustive list):

- Take notes at meetings and put together head of functions’ monthly reports
- Submit expense reports and upload recurring invoices in our ERP
- Participate actively in the planning and execution of company events/travels/meetings
- Handle printing, scanning, mails/packages, copying, filing, emails, and ad hoc requests
- Receive phone calls and provide general support to visitors
- Handle team members inquiries and answer a variety of questions with tact and diplomacy
- Review, prioritize and organize documents and agendas
- Assist Leadership Team members in various administrative works and operational tasks
- Manage international business trips (offer help with visa requests, hotel/flights booking)
- Serve as a primary point of contact between our travel agency and our IT support providers
- Make follow-ups on our external UK-based lawyer’s working hours
- Assist our Executive Assistant & Office Manager in certain HR-related tasks
- Liaise with facility management vendors, including cleaning, maintenance, catering, and security services providers
- Monitor and maintain office supplies, IT materials & furniture inventory
- Assist our Executive Assistant & Office Manager with ensuring security, integrity, and confidentiality of data
- Design, implement and oversee office policies and procedures
- Ensure office financial objectives are met by preparing annual budget for the office running costs, planning the expenditures, analyzing variances, and carrying out necessary corrections that may arise

Requirements and Skills

The successful candidate will demonstrate professional integrity and strong ethics. He/she will:

- Adhere to DKT WomanCare Core business and Company Values and Behaviours, such as defend women’s rights to access sexual and reproductive health, regardless their origin, religion, social

status, income level or age and defend freedom through responsibility and accountability. This includes access to rights to family planning, contraception, and abortion.

- Master's degree preferred
- Fluent in French and English (read, spoken & written), another language is a plus.
- Experience in the hospitality industry is a plus
- Excellent written and verbal communication skills and superb computer skills, including the Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel)
- Diligence, rigor, professionalism, and curiosity are your main assets.
- Attention to detail and problem-solving skills
- Proactive decision-making skills
- You enjoy multi-disciplinary, and you are comfortable with multi-cultural working environment.
- Strong time-management and organizational skills
- Ability to multitask, prioritize and exhibit excellent planning skills
- Eager to improve technical skills and qualifications to perform in the job and comply with the requirements, rules, and regulations of the organization (i.e., professional appearance).

Other Notes

We are committed to creating a first-class work environment. Every employee has a voice, and we encourage open communication.

We are a small, fast-growing team, with a start-up mindset. We encourage initiatives. The new associate will have a high degree of ownership and accountability, while being directly exposed to all areas of the business.

The job will be based in our office at 1-3 rue de Penthièvre, 75008, Paris.

DKT WomanCare is currently doing both remote and office work until further notice.

The successful candidate will be provided with a laptop and an internal email address. He/she will be hired following French Labor regulations.

Paris, 18th October 2022