



## Personal / Team Assistant

### AXA Research Fund

The AXA Research Fund is the scientific philanthropy of AXA dedicated to support scientific discoveries contributing to societal progress. We also support our granted researchers to help them share their knowledge to the benefit of most and feed the public debate. We are born out of the conviction that scientific research holds the keys for a better future, and can help us face the big challenges our societies are facing. We have committed to date more than €M180 to support over 560 research projects, carried out by leading academics in 35 countries.

Within the team, and in an international environment, you will work under the management of the Director of the AXA Research Fund and in close relation with the Head of Communications as well as the operational team, to support the activity and achievements of the Fund

More info on AXA Research Fund : [www.axa-research.org](http://www.axa-research.org) twitter : @AXAResearchFund

#### **Job description:**

**This is a role for a team player with a strong administrative background who could support the AXA Research Fund team on crucial administrative tasks such as billing, budgeting and overall office management and who would be able to develop a communications dimension, esp. in event management. This role reports into the Head of the AXA Research Fund**

#### **Administrative Responsibilities**

- Manage overall administrative support for Head of the AXA Research Fund and team
- Ensure administrative/organizational relationships with external and internal contacts – academics, partners, suppliers
- Assist the Head with team tasks and their organization including team events and meetings incl. minutes.
- Organize travel and external meetings and support logistics of AXARF visitors (incl. foreign)
- Organize the bi-annual Scientific Board, hosting high level academics, ensuring flawless logistics and support
- Manage staff arrivals and departures, team IT needs
- Transversal tasks with assistants and other teams when needed

### Billing and Budget

- Manage billing system and billing process (ARIBA) and contracts management in billing tool
- Support with budget process

### Event Planning & Communications

- In coordination with the AXA Research Fund Communication, plan and organize internal and external events such as meetings between researchers and AXA experts, expert communities, chair launches, researcher events, media training, press conferences.
- Support relationship with communication partners around event planning and publications
- Support with planning and overall management of publications from the AXARF

### **Skills and qualities**

- Fluent in English and French
- Strong administrative background with excellent references
- Excellent knowledge of Desktop tools (Outlook, Powerpoint, Excel, Word)
- Knowledge of internal AXA systems such as Ariba, Saturn etc. a big plus
- Excellent writing and verbal skills
- Great team player and interpersonal skills with a positive attitude
- Strong ability to multi-task and manage basic administrative tasks as well as high level organizational and content ones
- Detail oriented and delivery driven
- Ability to interact with high level contacts from international backgrounds
- Motivated by learning new skills and by the AXA RF's mission of supporting science

**Please send applications to [marie.bogataj@axa.com](mailto:marie.bogataj@axa.com)**