

Administrative Assistant, Accountant and Sales Support

Temporary maternity cover, fixed-term contract, ATDI, Paris HQ

About ATDI

ATDI is a specialist in spectrum management and radio network planning software, serving both civil and defence markets. Our Paris headquarters sits at the heart of the business, supporting teams across the group with the administrative, financial and operational foundations they rely on every day.

We are looking for an organised, versatile and bilingual professional to join us on a fixed-term basis, covering a period of maternity leave.

Position overview

Job title: Administrative Assistant, Accountant and Sales Representative

Contract type: Fixed-term contract (maternity leave replacement)

Location: 11 Boulevard Malesherbes, Paris, 75008, France

This is an office-based position at our Paris headquarters. Applicants should already be based in the Paris/Île-de-France area or be able to commute daily.

Languages required: Fluency in French and English is mandatory, both written and spoken. You will use both languages daily to manage exchanges, produce administrative documents and welcome visitors.

Purpose of the role

Reporting to management, you will ensure the smooth running of administrative processes, oversee invoicing and collections, and provide logistical and operational support to the teams and management.

Who we're looking for

We are looking for a versatile, bilingual professional who is equally comfortable with numbers, paperwork and people. You will be the organised presence that keeps administration, finance and front-of-house running smoothly, so accuracy and a calm, welcoming manner both matters.

You will bring:

- Fluency in both French and English, written and spoken (essential).
- Confidence working across finance, administration and reception responsibilities.
- Strong organisation, accuracy and the ability to juggle several priorities at once.
- A sound grasp of invoicing, supplier follow-up and supporting documentation.

- A professional, welcoming manner with visitors and callers.

Responsibilities

1. Financial and business management

Sales follow-up and customer invoicing

- Check the conformity and accuracy of documents submitted by the sales team.
- Issue and send customer invoices.
- Verify and file all supporting documents relating to the training the company provides (sign-in sheets, evaluations and similar), to ensure the GMF declaration is properly prepared.
- Maintain internal digital archiving and centralise accounting information each month for the chartered accountant.

Inter-company invoicing

- Manage invoicing relating to subsidiaries.

Accounts payable and expense reports

- Receive, verify and follow up supplier invoices.
- Verify, monitor and process payment of employee expense reports (NDF).

Collection

- Follow up on payments and chase unpaid invoices.

2. Administrative support and assistance with calls for tenders

- Support management in gathering and drafting the administrative documents required.
- Prepare administrative files for management in the context of calls for tenders and, where needed, carry out external administrative procedures such as apostilles, legalisations and signatures at a notary or town hall.

3. Logistics and facility services

- **Business travel:** organise and book staff business trips through our partner travel agency.
- **Transport and deliveries:** coordinate and follow up on the company's shipments and deliveries.

- **Materials management:** track inventory and order office supplies.

4. Reception

- **Telephone reception:** handle incoming calls and direct them to the appropriate contacts.
- **Physical reception:** welcome and look after visitors, including customers, service providers and partners.

How to apply

To apply, please send your CV and a covering letter to **Iwona Vincent** i.vincent@atdi-group.com

Application deadline: 10 August 2026

Start Date: ASAP

1. Are you fluent in both French and English (written and spoken), and comfortable using both languages daily in a professional environment?
2. Do you have practical experience managing invoicing, supplier invoices, expense claims and payment follow-up within a business environment?
3. Have you previously worked in a role combining administration, reception and business support, where you managed multiple priorities independently?

Three desirable ("good to have") questions

These help identify stronger candidates but are not essential.

1. Do you have experience preparing administrative documentation for public tenders, bids or regulated procurement processes?
2. Have you coordinated international business travel, logistics or company shipments as part of an administrative role?
3. Do you have experience working with external accountants or preparing monthly accounting documentation and digital archives?

Location: Paris, Île-de-France, France

Candidate Location or Targeting, select:

- **People located in Paris metropolitan area** (or Île-de-France if available).

- Avoid selecting "Remote" or "France" if you only want local candidates.