

## BILINGUAL MANAGEMENT ASSISTANT OFFER

### 1. Hystra

**Who we are:** Hystra is a global consulting firm that works with business and social sector pioneers to design and implement hybrid strategies and innovative business approaches that are profitable, scalable and eradicate social and environmental problems.

In order to “be the change we want to see in the world”, Hystra itself is a hybrid consulting firm – a for-profit tool for social change. Hystra’s team combines top-tier business strategy consultants and senior entrepreneurs with a passion for development, present in 12 countries.

**Who we work with:** Since 2009, Hystra has worked in close to 20 countries serving over 40 clients:

- Large corporations (such as Danone, Ericsson, GDF Suez, Lafarge, Orange, Total, Unilever, Veolia...) who realize that a majority of the world’s population does not buy their products; and that this is the largest untapped growth opportunity aligned with their corporate mission, capabilities and aspirations of their most talented managers
- Citizen sector organizations (such as Solar Energie, Ashoka, ICCO,..) who realize that engaging business is necessary to reach the scale of impact they aspire to
- Established or new development players (Governments, Foundations, NGOs, Development agencies and Social investors) who realize that getting business and citizen sector organizations to cooperate is a huge unleveraged opportunity (examples include AFD, DFID, Shell Foundation, Gates Foundation, ClIFF...).

We often bring our clients together in consortium, as we believe that cross-sector collaboration is a critical requirement for any large-scale social impact.

**What we do:** We help our clients:

- Scan the world for the most innovative market-based solutions to a particular social problem and rigorously assess their social impact, business model and scalability
- Design creative strategies that enable to scale up these innovations, develop robust business plans and identify partners with the right set of skills and assets
- Design the appropriate organizational mission, structures and management processes to carry out these strategies, with a particular focus on addressing cultural issues and building capabilities in our client teams
- Set up or replicate these strategies, providing local implementation support through our global network and helping find the right partners to implement projects.

Since its creation in 2009, Hystra has conducted in-depth sectorial studies on clean energy, safe water, affordable housing, ICT-based business models for development, infant nutrition, sanitation and marketing of innovative devices for the BoP, designed new strategies to serve low-income communities with home improvement packages, irrigation pumps, solar lights, safe water, and improved nutrition products, prepared business plans for pioneering social businesses, supported the creation of a social impact fund and advised development agencies on the support they could bring to private players involved in development.

## 2. Position description

The assistant will be working in close contact with managers and partners on various assignments, as well as with Hystra's accounting firm.

Specific responsibilities will include, but are not limited to:

➤ **Administrative and financial missions:**

- Organizing meetings, conference calls and events with our clients
- Managing executives' calendar
- Invoicing clients, tracking payments – sending clients reminders, tracking credit, remittance of clients' cheques, preparing bank transfers
- Following-up suppliers and paying suppliers' invoices
- Preparing executives' expense accounts
- Preparing monthly converts (including settled expense accounts, bank statements, sales invoices, suppliers' invoices) to be sent to our accounting firm and setting up monthly variable components of salaries, managing staff records (employees and interns), and managing complementary health insurance and company insurance plan
- Various administrative tasks (checking credit card statements based on receipts, consolidating executives' work time, updating projects pipeline, booking flights, train tickets and hotels for executives, buying office supplies)
- Processing mails, calls and various administrative queries.

➤ **Communication missions:**

- Preparing Hystra's newsletters
- Communicating on social media
- Updating Hystra's website and presentation brochure.

## 3. Qualifications

Candidates should have strong organizational skills. They should be rigorous in their work, autonomous and solution-oriented.

They should be motivated by a fast-paced start-up environment, be ready and willing to take responsibilities and have experience working in teams as well as independently, and show initiative and pro-activity.

More specifically, the assistant will demonstrate the following skills:

- Attention to details, commitment to follow-through and self-organization
- Excellent interpersonal skills, within a team as well as with clients and partners
- Strong computer skills (proficient in Word, Excel and PowerPoint) and at ease with numbers. Proficiency in graphic design tools would be a plus
- Fluency in English (non-negotiable requirement as our clients and partners are mostly English speakers) and good level of French.

Finally, the successful candidate will have a solid operational experience in SMEs. A commitment to social and environmental issues will be a significant input.

#### **4. Work arrangements**

Start date: December 2017

Location: Paris 14e

Type of contract: Full-time CDI.

Please send a cover letter and a resume at [rbonsey@hystra.com](mailto:rbonsey@hystra.com), with "Assistant Position" in the subject line.