

Montataire / 18.07.04

## Open position - Office administrator

**Hedson technologies** is an international company with partners and customers in more than 80 countries around the world. Head office is in Arlöv close to Malmö. For more information, please visit [www.hedson.com](http://www.hedson.com)

**In France, there is a branch office in Montataire**, 70 km north of Paris. The organization in the region consists of 6 employees, covering the sales and marketing activities in France, Belgium and North Africa. Production and logistics are handled from Arlöv and Vänersborg in Sweden, and from Kassel in Germany. For a new part time (50%) position as Office administrator, we are now recruiting.

### Main responsibilities for the role:

- Customer service and support
- Order handling of equipment and spare parts
- Invoicing and accounts receivable control
- Coordinating technical service
- Keep tracking of material for show room and training
- Interact with our accountancy agency in Paris
- Accounts payable and paying invoices
- Payroll and expenses
- Office management

### Profile:

The right candidate should have some higher education and proper experience from working in an ERP system and office programs like excel, word etc. We highly value a strong can-do attitude and the ability to solve every day issues in an efficient way. Fluent in French and English are mandatory, and Swedish is welcome.

Hedson has an ambitious growth agenda for the region which means high activity level and a dynamic environment, both internally and externally. This can also result in an exciting personal development for our new colleague.

**Interesting for you? Please submit your application before July 31<sup>st</sup> to:**

[philippe.dupas@hedson.com](mailto:philippe.dupas@hedson.com) – Responsible for the region. +33 6 37 53 62 66 (ENG+FR)

[mats.karlefeldt@hedson.com](mailto:mats.karlefeldt@hedson.com) – Business development. +46 70 853 77 58 (ENG+SWE)

Looking forward to hearing from you.