

## Assistant (M/W)

### Overview

**Emovis** is the leading service delivery and technology arm of **Abertis** in the global markets for all electronic tolling and smart mobility solutions (Intelligent Transportation System).

With over **600 employees** across **7 countries**, we are committed to helping millions of motorists travel seamlessly along the world's busiest highways.

The company is 100% owned by Abertis, the **world's leader in highway concessions** (8300 km of roads). This backing makes emovis a long-term and reliable partner for Road Authorities and Highway Concessionaires.

Emovis is focused on keeping roads moving through all electronic tolling and smart mobility solutions. We design, implement, maintain and operate state-of-the-art road pricing solutions, including:

- All Electronic Tolling (AET),
- Open Road Tolling (ORT),
- Multilane Free-Flow Tolling (MLFF),
- Pay-by-Plate Tolling (also known as Video Tolling),
- Non-Stop Electronic Toll Collection (ETC) lanes,
- Road User Charging solutions (also known as Pay As You Drive),
- Nationwide Truck Tolling schemes,
- Congestion Charging Schemes.

### Responsibilities

You will be part of our Delivery & Solution Direction.

The Assistant (M/W) handle administrative requests and queries from Management. He/she organize and schedule appointments.

Main activities:

- Organize office and assist Management in ways that optimize procedures,
- Organises meetings, seminars and business trips,
- Greets visitors and attends them,
- Generate memos, emails and reports when appropriate,
- Maintain office supplies by checking inventory and order items,
- Respond to questions and requests for information,
- Answer incoming calls and other receptionist duties when needed,
- Retrieve documents and files when requested,
- Develop and maintain a filing system.

Additional activities:

- Coordinate with other departments to ensure compliance with established policies,
- Maintain trusting relationships with suppliers, customers and colleagues.

### Skills/experience

Skills:

- Drafting and formatting documents,
- Excellent written and verbal communication skills,
- Decision-Making Capability,
- Discretion and confidentiality.

Required knowledge:

- Knowledge of office management systems and procedures,
- Strong organizational skills with the ability to multi-task,
- Pack Office (Word, Excel, PowerPoint),
- English.

Language: French (fluent), English (minimum TOEIC 750), Spanish appreciated.

Minimum level of qualification: Two-year higher education level (Bac+2) + professional experience.

We are looking for individuals who:

- Demonstrate a personal willingness to learn,
- Are naturally confident to be challenged,
- Are proactive and rigorous with great attention to detail.

Qualities required: Spirit of initiative, decision-making ability, responsiveness, rigour & organisation, responsiveness, and management of priorities.

Location: Paris (Issy-les-Moulineaux)

To apply: Send CV and main motivation to [careers@emovis.com](mailto:careers@emovis.com)

### www.emovis.com

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