

Office Manager

(part time)

If you are looking to join a growing company as an Office Manager, supporting a team dedicated to making a real difference in the lives of patients with rare disease, keep reading!

Role

The Office Manager plays a key role in coordinating, organising and facilitating communication for the management team and staff. The role requires excellent interpersonal skills, clear communication, and a strong service-oriented mindset.

Azur's Mission

At Azur Health Science we are not only specialists – we are advocates. Historically, rare disease has been overlooked, often seen as too complex or unprofitable to address. Today we see incredible progress, but there is still much more to do.

Our mission is to be part of this progress by dedicating our expertise to this field. We aim to accelerate access to life-changing treatments for patients who have waited too long. Every rare disease deserves attention. Every patient deserves hope.

Key Responsibilities

- Define renewal, retention and archive periods for all contractual documents.
- Manage administrative records and internal files.
- Manage directors' schedules and coordinate team calendars.
- Organise business travel (bookings, logistics and follow-up).
- Prepare and organise meetings (invitations, agendas, materials, minutes).
- Handle incoming calls and manage the call center.
- Liaise with the chartered accountant regarding expense monitoring.
- Coordinate with the IT service provider for technical support and follow-up.
- Place orders for equipment, supplies and consumables.
- Check delivery compliance and manage day-to-day stock levels.

Qualifications & Experience

- English: fluent, spoken and written (essential).
- French: excellent writing skills and impeccable spelling (essential).
- Higher education in administration or equivalent, or significant experience in administrative/organisational support.

- Proficiency with office tools (MS Office Suite, collaborative platforms).
- Knowledge of management and accounting software.
- Understanding and application of GDPR compliance requirements.
- Experience organising meetings, managing schedules and coordinating travel.

Skills & Attributes:

- Excellent written and verbal communication skills.
- Strong team spirit, including in multicultural environments.
- Proactive, autonomous and able to prioritise effectively.
- Rigorous, organised and reliable.
- Adaptable to both on-site and remote working.
- Strong sense of service, confidentiality and diplomacy.

Why Join Azur?

- An opportunity to grow your career in a dynamic, customer-focused environment.
- Play a key role in supporting teams dedicated to rare diseases and innovative therapies.
- Contribute to smooth operations and efficient processes that enable impactful work.

Job Conditions

- Contract type: CDI, part-time – 24 hours/week
- Location: Cernay (68)
- Start Date: April 2026
- Salary: Starting gross annual salary of €22,700

If you are interested in this position, please email your tailored CV and covering letter to recruitment@azurhealthscience.com.

For more information on how we handle your personal data during the recruitment process, please refer to our Recruitment Privacy Policy: <https://azurhealthscience.com/recruitment-privacy-policy/>.