



## **Finance and administrative officer / junior - Paris, France**

(Sept 27 2018)

### **About COUP**

COUP is bringing the fun of driving back into urban areas. As a wholly owned subsidiary of Robert Bosch GmbH, the eScooter sharing service started a new business area in the field of mobility services in August 2016. The electric scooters enable users to save time in city traffic and are a fantastic addition to existing mobility services provided in central areas. The eScooters are available in a number of major European cities, including Berlin, Paris and Madrid (from summer 2018). They can be used around the clock and are easy to find, reserve and drive.

### **We get truly excited about hiring you, if you:**

- Have 2 years experience in administrative and finance / controlling position.
- Have minimum a 3 years degree "Bac+3".
- Love Excel, details and processes, to support and enhance the business development.
- Are reliable and ensure professional integrity.
- Are French native and speak fluently English.
- Like to juggle between startup culture and corporate requirements.
- Are flexible and friendly.

### **What you will be working on:**

You are the finance and administrative link between the subsidiary, the headquarter in Berlin and the corporate support departments (accounting, legal, HR,...).

### **FINANCE**

- Work closely with General Manager in preparation of business plan, scenarios, and forecasts.
- Monitor and manage expenditures within a dedicated budget.
- Support the corporate accounting department and the headquarter in the preparation of all monthly and annual finance reports in a timely fashion.
- Suppliers invoices: check invoices and follow-up with corporate accounting department for payment (SAP).
- Client invoices: edit and follow-up special invoices and potential credit notes with customer service.
- Manage encashment third party and liaise with headquarter and corporate accounting department.
  
- Maintain and enhance standard financial and administrative procedures.
- Ensure corporate compliance rules and put in place inherent procedures.

### **HR**

- Prepare contracts for new employees and answer to all legal HR demands with the support of Bosch legal department.
- Prepare monthly information for payroll company and check the payrolls they send and the social charges topics.

- Follow-up illness, non-attendance and holidays schedule.
- Write and update company rules and regulations.
- Follow-up relations with staff representative, works council,..
- Ensure a first level sort-out of job applications for the company.

#### **ADMIN**

- Support the General Manager in legal and administrative topics.
- Liaise with corporate legal department for corporate topics.
- Administration of insurance policies, real estate leasing contracts, offices and other locations monthly contracts.
- Ensure supervision of clients fines processes.
- Manage an administrative assistant.

#### **What you can expect:**

- Working with an international strong team and getting to know both cultures: start-up and corporate group.
- Joining our adventure in becoming the leading global platform in shared urban mobility.
- An office in the center of Paris (canal Saint-Martin) and a young team.

In case you are interested, please send your resume and cover letter to [jobs@coup.paris](mailto:jobs@coup.paris), with the subject "RAF - YOUR NAME".

We are looking forward to hearing from you!