

Executive Assistant (M/F)

Full-time permanent position, Uchaud

Context

Sakata Vegetables Europe is a subsidiary of Sakata Seed Corporation (Japan) and is responsible for the development and expansion of the activities across the EMEA area. With our wide array of vegetable seeds, we want to create a confidence-based relationship with our customers, working to our age-old motto of Quality, Reliability and Service.

Reporting directly to the Managing Director, you will be his real right hand and will hold a position with responsibilities.

Missions

The open position will have four main missions:

- **Direct assistance to the members of the EMEA Executive Committee:** Outlook agenda management, organisation of travels in France and abroad, edition of visual supports and different types of documents useful for important meetings.
- **Coordination of planning and key events with Communication department:** in close collaboration with Communication service, you will insure the follow up of members of Executive Committee, with key events of Sakata group.
- **Organisation of the budget process:** the budget process is decided with each of the area within EMEA, in close collaboration with the headquarters of the group, based in Japan. You will insure the follow up and consolidation of the budget, using data from the financial department.
- **Edition of reports:** based on Financial & Sales data

You will have a central position: you are the main contact between EMEA subsidiaries and the worldwide headquarter. You will continuously carry out and complete reports in order to forward all information to Japan.

Profile

Ideally graduated with a Business School Bachelor's degree, you have a significant and successful experience in a same position. You are autonomous, proactive, curious and a very communicative person. You worked in an international environment before and know how to communicate in a multicultural environment. An experience in a Japanese structure is a real added value. You are fluent in English and have an excellent knowledge in using the Office Pack (Excel, Power Point, etc.), and the IT tools in general.

Application

This position is available in January 2023 and is based in Uchaud, headquarter of EMEA area, near Nîmes and Montpellier. If this matches your project, please send us your application (Resume and Cover letter), before 2022, December 2nd, by email at the following address: sve.recruitment@sakata.eu.

Thank you for your interest.

