



# Office Manager - Paris (f/m/d)

As Office Manager, you will play a central role in shaping the day-to-day success of our Paris branch. You will be the go-to person for office operations, administration and coordination, covering areas such as accounting support, HR and onboarding, IT liaison and regulatory reporting, while closely supporting the origination team in their daily activities.

This role offers broad exposure, a high level of autonomy and the opportunity to work closely with both local stakeholders and international HQ teams. It is ideally suited for a hands-on, reliable and well-organized professional who enjoys taking ownership, keeping things running smoothly and contributing to a dynamic, international environment.

## What you can look forward to:

### **Office Management, Administration & IT Coordination**

Manage daily office operations and administrative workflows.

Serve as the primary IT point of contact for the branch, coordinating local IT needs and liaising with HQ IT teams for equipment setup and issue resolution.

Coordinate onboarding of new employees and interns (office preparation, IT setup, administrative documentation).

Maintain smooth communication and coordination with internal departments such as Audit, IT, HR, Compliance, Legal ...

Preparation and coordination of internal reporting, covering outsourcing, environmental data, health & safety, ICS, operational risk (BIA), and internal bookkeeping

Coordinate interactions with external auditors and accountants, ensuring timely provision of documents and full administrative readiness.

## Accounting Support & Payments

Handle administrative accounting tasks, HR-related support, external contract follow-up, and provider payments.

Ensure timely settlement of supplier invoices and French taxes.

Provide accurate and comprehensive accounting data to HQ;

Manage and optimize relationships with external service providers (insurance, landlords, tax agencies, etc.).

Coordinate with HQ regarding payroll provider management.;

## Regulatory Support

Support reporting obligations to regulatory bodies (e.g., Banque de France).

Collaborate closely with HQ departments involved in regulatory and compliance-related tasks.

Monitoring compliance with internal policies and regulatory requirements, including coordination with risk management, internal controls, and regulatory reporting

## Support to EUR-PAR origination team

Perform ratings for the Euro Hub in accordance with internal methodology.

Share rating expertise across the Hub and act as a reference on rating-related topics.

Provide administrative and operational support to the Paris origination team as required.

## What we look for:

Strong organizational and multitasking abilities.

High autonomy, reliability, and proactivity.

Strong team player with a collaborative mindset.

Excellent communication and interpersonal skills.

Solid understanding of administrative, accounting, and regulatory processes.

Ability to coordinate with internal stakeholders and manage external service providers.

Good IT user skills and capacity to liaise effectively with IT teams.

Fluent in English and French

## What we do differently:

Varied roles: When you work for us, you can contribute your expertise to cross-departmental projects, advance specific issues and create something new. We have a culture that allows everyone to get involved

and make a difference.

**Exceptional career opportunities:** Because we develop experts and managers equally, we support you with personalised development opportunities and learning paths to build on your existing skills and develop new, future-ready ones.

**A good work-life balance:** With mobile working and our flexible working models, you can organise your work to suit your individual needs. So you can achieve the work-life balance that works best for you.

**Excellent benefits:** Our benefits offer real value and are one of the reasons we are a top employer. When you join us, you can get discounts from our cooperation partners or subsidies for public transport, for example. You can also put money aside for your future with our company pension and savings plans.

**Active health management:** Medical check-ups, counselling services, company sports events or our popular cafeteria and coffee bar - take advantage of the opportunities to improve your health and well-being.

[Apply now](#)

## About us:

### **Welcome to the world of Aareal Bank!**

We are a medium-sized company and a global player at the same time. Everyone at this international property specialist is working towards a common goal: the success of our clients. We are also a leading employer: more than 1,000 people of 44 nationalities on three continents work to ensure that, for a bank, we are truly different. As a responsible, world-class training company and an organisation of experts, we make decisions quickly, offer a high degree of freedom and strive to be better and better for our clients. This is what makes us strong and, above all, truly different!

#### **Aareal Bank AG**

#### **Human Resources**

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YOUR COMPETITIVE ADVANTAGE.