



Office Assistant (f/m/d) Part-Time - Paris

The office assistant provides administrative and operational support to the EUR-PAR Branch and contributes to the smooth day-to-day functioning of the office. The role supports the entire Paris team and assists in ensuring a professional and welcoming environment for clients, visitors and employees.

The position includes office administration, event coordination, reception duties, logistical support and assistance with various business and operational activities. The successful candidate will be organized, service-oriented, proactive and comfortable working in an international and collaborative environment.

What you can look forward to:

Office Administration & General Support

Support the day-to-day administrative operations of the Paris office and help maintain an organized, efficient and professional working environment.

Manage office supplies, mail, courier services, filing, document management and administrative correspondence.

Provide administrative support to team members and assist with onboarding activities for new employees and interns.

Reception & Client Hospitality

Welcome clients, visitors and external stakeholders in a professional and friendly manner.

Manage meeting room bookings and prepare meeting facilities, refreshments and catering arrangements.

Ensure reception and common areas remain presentable and act as a point of contact for visitors and general enquiries.

Event & Meeting Coordination

Support the planning and execution of internal and external events, client meetings and team activities.

Coordinate logistics including venues, catering, travel arrangements, participant communication and event documentation.

Assist with the preparation of presentations, agendas, attendee lists and meeting materials.

Team Support

Provide administrative and operational support to the Paris team across a variety of business activities.

Assist with ad hoc projects, data entry, reporting and document preparation.

Coordinate with internal departments and external service providers and contribute to effective communication and collaboration within the office.

What we look for:

Previous experience in an administrative, office support, hospitality, customer service or assistant role is desirable.

Experience in a professional or international environment would be an advantage.

High school diploma or equivalent; further administrative or business studies are a plus.

Fluency in French and English required; German language skills are a plus.

Strong organizational and communication skills, with attention to detail and the ability to manage multiple tasks effectively.

Service-oriented, proactive, reliable and adaptable, with a professional and positive attitude.

Comfortable working independently as well as collaboratively within a team.

Good knowledge of Microsoft Office applications (Outlook, Word, Excel and PowerPoint)

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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