



KAYENTIS is a software solutions provider specialized in clinical trials.

Our core competence is in patient data capture and processing solutions (eClinical Outcome Assessments = eCOA) and we are now expanding towards Decentralized Trials functionalities.

With 16 years of global experience in eCOA, Kayentis has supported more than **260 clinical trials** in **79 countries** with more than **90,000 patients**. Its head office is located in Meylan, near **Grenoble** (France), Kayentis is also present in **Boston** (USA) and **Tokyo** (Japan).

Joining Kayentis' teams means choosing a fast-growing company committed to improving clinical trials and the **well-being of its employees**.

KAYENTIS is growing! Develop your career with us!

Join an international, cohesive and dynamic team and develop new skills!

For more information about **Kayentis**, visit our [career page](#), or have a look at our [employee satisfaction survey results](#). Make sure to follow us on the social media platforms below for our latest news and updates:



OFFICE MANAGER

We are creating a new role as Boston Office Manager in a fast-growing company.

As the Office Manager you are responsible to coordinate and oversee administrative duties in Kayentis Boston office and ensures that the office operates efficiently and smoothly. You will support other departments based out of France headquarter in carrying out communication and IT tasks.

You take an active part to the growth of the company in a fast changing, rapidly growing and competitive environment. You will help us achieve the company long term objectives.

The position is **based out of our Boston office, and is a part-time role (50%)**.

YOUR ROLE:

- ✓ Oversees general office administration of the Boston office
- ✓ Supports the Marketing Communication department with events and related logistics preparation, and for broadcast of internal communications.

Office general administration:

- ✓ Point of contact person for maintenance, mailing, shipping, supplies, equipment, bills, and errands.
- ✓ Track and restock office supplies regularly
- ✓ Organize office operations and procedures
- ✓ Greet visitors, provide general support to visitors, new comers, answer incoming phone calls
- ✓ Partner with HR to maintain office policies and relay Group HR initiatives as necessary
- ✓ Coordinate with IT department on all office equipment
- ✓ Manage relationships with vendors, service providers, and landlord, ensuring that all items are invoiced and paid on time



- ✓ Bills control and payments follow up in coordination with Group Finance Team
- ✓ Manage contract with office vendors, service providers, and office lease
- ✓ Ensure office efficiency is maintained by carrying out planning and execution of equipment procurement, layouts, and office systems
- ✓ Participate actively in the planning and organization of company events
- ✓ Maintain a safe, secure, and pleasant work environment
- ✓ Organize travel for people pertaining to the office
- ✓ Report monthly expenses: phone bills, supply purchases, hires services, water delivery etc.

Communication:

- ✓ Active in organizing and managing conference logistics in close collaboration with the Marketing communication department: defining communication media, shipment management of all conference-specific material (booth, leaflets, etc.)
- ✓ Work on optimizing the budget, and stock management
- ✓ Broadcast of Key messages/communication to US office (Office TV screen updates, etc) in close collaboration with the Marketing Communication department
- ✓ Social events planning

YOUR PROFILE:

- ✓ A bachelor degree or equivalent.
- ✓ At least four years of experience in office administration
- ✓ Interpersonal Skills
- ✓ Office management experience
- ✓ Comfortable with computers
- ✓ Problem Solving
- ✓ Decision Making & Initiative
- ✓ Proactivity
- ✓ Adaptability
- ✓ Supply Management
- ✓ Excellent communication
- ✓ **You master the English language fluently and French speaking would be an advantage.**

Are you interested in this opportunity?

>> Contact us and send us your CV at career@kayentis.com <<