



Internship

Process Optimization and Administrative Logistics

Location: Suresnes (France)

Contract type: Internship (2 months)

To apply or for more information contact : anais@phagos.org

Phagos is on a mission to create a cleaner, more sustainable future by using bacteria's natural predator, the bacteriophage, to win the fight against antibiotic resistance and to cure infectious diseases in animal farming.

We are seeking a motivated Process Optimization & Administrative logistics Intern. Under the supervision of our lab and office manager, you will support the day-to-day running of Phagos' office and laboratories. Curious, multi-task, proactive and enthusiastic you will develop and apply your organizational and operational skills in a dynamic and innovative environment.

Project

- Update & monitor documentation
- Handle daily office management (supplies, reception of visitors)
- Facilitate the flow of information between team members
- Assist in the organization of internal events
- Support the Automation Specialist with the laboratories' mapping and implementation of dedicated software for :
 - SDS and chemical product management
 - Optimization of order reception and stock
 - Equipment stock management

Skills and Qualifications

- Currently enrolled in a technical degree (DUT,BTS,..) in logistic, management or science
- Basic scientific knowledge (chemical and biological hazards) is a plus
- Strong attention to detail and organizational skills
- Ability to work both autonomously and as part of a team
- C1 level in French (minimum)
- B2 level in English (minimum)

To apply, please send your resume and motivation letter at anais@phagos.org