

JOB DESCRIPTION

RECEPTION AND LOGISTICS MANAGER



Job Title	Reception and Logistics Manager
Job Type	<p>Permanent Contract - Full-time</p> <ul style="list-style-type: none"> • Presence on both sites alternately between 8:30 AM and 6:30 PM during school periods • Presence on both sites for a total of 205 hours to be distributed over school holidays <p>Open to all candidates</p>
Work Location	Lab School Paris – Paris 11th arr. Campus and Montreuil (Croix de Chavaux)
Start Date	August 2025
Compensation	<p>Approx. €27,000 gross annual salary, depending on profile, in accordance with the internal salary scale</p> <p>Classification E1 to T1 according to the salary scale for administrative and service staff of our CCN (2691)</p>
Experience	Experience in a similar role would be a valuable asset
Language	Good knowledge of English and French to be able to communicate easily with the whole bilingual team



Lab School Paris is an innovative, bilingual, inclusive, secular, and eco-friendly non-profit school. It supports children not only in acquiring knowledge but also in developing a holistic learning experience, helping them become responsible, informed, autonomous, empathetic, and fulfilled citizens. The school's pedagogy is inspired by both pioneering educational innovators and current research in education sciences, psychology, and social sciences.

Lab School Paris is recruiting a Reception and Logistics Manager to work across its two campuses. The selected candidate will work closely with the site director and will be responsible for opening and/or closing the buildings, managing external service interventions, welcoming students and teachers, and overseeing various supplies and logistics.

The Reception and Logistics Manager will be part of an international team, working alongside French-speaking and English-speaking teachers, support staff, and the leadership team.

Key Responsibilities (non-exhaustive list):

- Ensure the daily operations of the buildings in coordination with the administrative and financial management as well as the site director.
- Handle building opening and closing procedures, ensuring security during external service interventions.
- Welcome teachers and students upon arrival at the school.
- Manage supply inventory for educational and logistical needs (ordering, receiving, storing, and daily distribution).
- Coordinate recurring maintenance and handle urgent repair needs.
- Participate in staff seminars.
- Occasionally supervise lunch breaks as needed.
- Prepare classrooms and facilities for the start of the school year.
- Provide administrative support as needed (copying, archiving).

REQUIRED SKILLS AND COMPETENCIES:

- Team player with an understanding of support functions.
- Strong organizational skills, adaptability, and versatility.
- Proactive, resourceful, and open-minded.
- Enjoys working with young people and collaborating with teachers.
- Proficient in IT tools (Microsoft Office Suite & Google Drive).
- Committed to the school's educational values of kindness and respect (see the school's website: www.labschool.fr).
- Good knowledge of English and French to be able to communicate easily with the whole bilingual team

To apply, please send your CV and cover letter to the following email address:

recrutement@labschool.fr