

www.ill.eu

VACANCY

The Institut Laue-Langevin (ILL), situated in Grenoble, France, is Europe's leading research facility for scientific research using neutrons. Every year we host over 2000 visits by scientists, who come to carry out world-class research.

Are you interested in taking up a new challenge in our international institute?

We currently have a vacancy for an:

Administrative Assistant (f/m)

Duties:

Working within the Reactor Division, you will take charge of various administrative-related tasks.

In particular, you will be responsible for:

- Formatting, distributing and archiving (with the aid of an electronic document management system) letters, technical specifications, minutes and reports;
- Performing secretarial tasks: sorting and distribution of mail, handling phone calls, making access requests for visitors to the Division, ordering office supplies, etc.
- Minute-taking during meetings;
- Replacing on an occasional basis the Head of Division's personal assistant (diary management for the Head of Division, organisation of meetings, finalisation of reports and official documents, etc.);
- Replacing, as an exceptional arrangement, one of the personal assistants of the other ILL Divisions.

Qualifications and experience:

- You have a relevant NVQ level 4 (or equivalent) qualification together with some initial experience as an administrative assistant working in a technical office environment
- You are highly proficient in MS Office applications and familiar with the conventions for the presentation and layout of documents
- You are able to prepare and produce documents quickly and have impeccable spelling. You have a meticulous approach to your work and are able to show tact and diplomacy.

You are able to work both independently and as part of a team. The main strengths you will bring to this position are discretion, responsiveness, flexibility and sound organisational skills.

Language skills:

As an international research centre, we are particularly keen to ensure that we also attract applicants from outside France. Fluency in French and English is essential for this post. Knowledge of German would be an advantage.

Notes:

This post is a permanent full-time position.

You may be mobilised to perform secretarial duties in the context of crisis management or an emergency response exercise.

How to apply:

Please submit your application on line, no later than **28.07.2019**, via our website: <http://www.ill.eu/careers> (vacancy reference: **19/29**).

We are committed to equal opportunity and diversity; we therefore encourage anyone with relevant qualifications to apply.