VACANCY

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

Are you a dynamic PA with great organisational skills looking for an exciting position in an international environment? Do you have excellent communication skills in English, French and German? Then join our Administration Division as:

PERSONAL ASSISTANT

to the Head of the Administration Division

Duties:

As a Personal Assistant (PA), you will provide administrative support to the Head of the Administration Division and will therefore work closely with our senior managerial and directorial staff. You will help the Head of Administration to make the best use of his time by dealing with secretarial and administrative tasks. Your day-to-day work will include:

- Acting as first point of contact for the Head of the Administration Division with people from both inside and outside the ILL
- Organising and attending meetings and ensuring our Head of Administration is well prepared for meetings (e.g. ILL's governing bodies, Management Board, etc.)
- Taking on project work, such as research to help the Head of Administration prepare reports and presentations
- Performing general clerical duties (managing emails, drafting documents and correspondence, filing and archiving documents, etc.)
- Liaising with other secretarial staff in the Directorate to ensure that activities are properly coordinated
- Arranging travel and accommodation and occasionally travelling with the Head of Division to provide general assistance during meetings of ILL's governing bodies
- Screening and/or dealing with phone calls, enquiries and requests.

The successful candidate will also be expected to quickly acquire an understanding of ILL's organisation and objectives and identify who the key players are (both external and internal).

Qualifications and experience:

- NVQ level 4 in Business and Administration or equivalent, together with at least 10 years of professional experience.
- Excellent level of spoken and written English, French and German.
- Sound computer skills (word processing, spreadsheets and slide presentations).

The key skills required include:

- Excellent interpersonal skills.
- Flexibility and adaptability with excellent organisational skills and the ability to set priorities.
- Discretion and trustworthiness: you will often be party to confidential information.
- Ability to be proactive and take initiative.
- Tact and diplomacy.

Notes:

This post is a permanent position.

Benefits:

Generous company benefits (expatriation allowance), relocation assistance and language courses may be offered (for more information, please consult our employment conditions).

How to apply:

Be the first to apply via: www.ill.eu/careers (vacancy reference: **18/21**). Application deadline: **13.06.2018**.

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