VACANCY

The Institut Laue-Langevin (ILL), situated in Grenoble, France, is Europe's leading research facility for scientific research using neutrons. We welcome over 2000 visits of scientists per year to carry out world-class research.
Are you interested in joining our international institute?
Our Scientific Coordination Office (SCO), is looking for a:

Bilingual Administrative Officer (m/f) – English & French

Duties:
You will work in the User and Travel Office Group, which is responsible for the organization of the experimental program of the ILL. The User Office is dedicated to helping all visiting researchers to make the most of ILL facilities by giving them the organizational and administrative support needed before, during and after their stay.

You will be carrying out the following activities:

- Manage all the administrative aspects of the experimental program.
- Act as point of contact and ensure an interface between scientific visitors and the concerned ILL services.
- Organise scientists visits (responding to emails, processing invitations, assisting with formalities, managing and booking visitors' accommodation).
- Provide support to scientific visitors on site.

As part of a multifunctional team you may also be involved in other tasks related to the group's activities – e.g. organizing business travel arrangements for ILL staff.

Qualifications and experience:

- NVQ level 4 in Business and Administration or an equivalent secretarial/assistant diploma, together with a few years of experience.
- Excellent level of written and spoken English and French.
- Sound computer skills (word processing, spreadsheets and slide presentations).
- An experience with webpage administration would be an asset.

The following key qualities:

- Excellent interpersonal skills.
- An ability to take initiative, prioritize and organize your workload, and the capacity to both work in a team and independently.
- Ability to judge needs for precision and confidentiality.

Language skills:
As an international research centre, we are particularly keen to ensure that we also attract applicants from outside France. Knowledge of German would be an advantage (a language course can be paid for by the ILL).

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:
Please submit your application on line, no later than **21.10.2018**, via our website: www.ill.eu/careers (Vacancy reference: **18/43**).

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