POSTE A POURVOIR

The Institut Laue-Langevin (ILL), situated in Grenoble, France, is Europe's leading research facility for fundamental research using neutrons. The ILL operates the brightest neutron source in the world and hosts over 2000 visits by scientists per year, who come to carry out world-class research in a wide variety of scientific fields. Funded primarily by its three founder members: France, Germany and the United Kingdom, the ILL has also signed scientific collaboration agreements with 10 other countries.

Are you interested in joining our international institute? We currently have a vacancy for a:

Payroll and HR administration officer (M/F)
9-month part-time contract

Duties:
In collaboration with the other members of the Human Resources Service's Personnel Administration and Payroll group, you will participate in all the group's activities, including:

- Entry of variable payroll components
- Management of staff absences (sick leave, paid annual leave, compensatory leave ("RTT"), etc.)
- Management of staff time and activities (on-call duties, overtime, etc.)
- Relations with the Social Security and with the organisations which administer the supplementary health insurance and provident fund scheme
- Front-desk reception to assist staff with queries
- Participation in the compilation of information for reporting purposes, as well as in miscellaneous projects, etc.

You will work in an open-plan office as part of a dynamic team.

Qualifications and experience:
You have an NVQ level 4 (or equivalent) qualification or have several years' professional experience in an administrative post. Ideally, you have some initial experience of payroll activities in a similar position.
You are proficient in the use of standard office software and have a good command of Excel.
You are meticulous, reliable and able to show the discretion needed in view of the confidential nature of the information you will be handling.
You enjoy working with figures, are a recognised team player and are known for your listening skills and service-oriented attitude.

Language skills:
A sound knowledge of English and French is required. Knowledge of German would be an advantage.

Notes:
This is a 9-month fixed-term contract for part-time (80%) position starting as soon as possible.
The interviews will be held during the month of June.

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 **21.05.2018** via our website: www.ill.eu/en/careers (vacancy reference: **18/13).**

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