

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 joining our international institute?** We currently have a vacancy for an:

## **Administrative and Technical Assistant (M/F)** **Bilingual English / French**

### **Duties:**

Reporting directly to the ILL's **Quality, Risk Management & Nuclear Safety Unit** (known as the CQSR Unit), you will perform the administrative tasks associated with the management of technical documents on behalf of two entities within the ILL: the CQSR itself and the Projects and Techniques Division.

You will provide secretarial support, attend technical meetings, where you will take detailed notes in French / English, and draft the minutes of these meetings in the two languages, extracting the action points and decisions.

You will play an important role in technical projects for:

### **1. the CQSR unit (70%):**

You will be involved in the implementation of the Integrated Management System (IMS) and the development of the ILL's risk management strategy. Within this context, your duties will be to:

- prepare the IMS process and management reviews
- proofread and format the IMS documents
- assist with the introduction of the Electronic Document Management System (EDMS): indexing, filing and archiving of (old and new) documents, and maintain CQSR documentation
- produce training material for raising awareness among ILL staff of the IMS approach, nuclear safety culture, etc. and maintain training attendance charts
- keep the CQSR action list and intranet page up to date.

### **2. the ILL's Projects and Techniques Division (30%):**

You will contribute to the smooth running of the "Project Management Committee" meetings. For this, you will be required to:

- assist with the organisation of and attend the PMC meetings
- format technical documents in English and French
- provide occasional support to the other secretaries in the Division.

**These duties and the distribution of your working time may evolve depending on the ILL's requirements.**

### **Qualifications and experience:**

- NVQ Level 4 in Business and Administration or equivalent (e.g. Personal Assistant).
- Successful experience of performing secretarial duties in a technical or legal department.
- Proficiency in the MS Office suite.

### **Specific skills:**

- Proven organisational skills and a methodical and proactive attitude
- Good teamwork skills and flexibility
- Excellent spelling and writing skills and the ability to synthesise information in English and French.

### **Language skills:**

As an international research centre, we are particularly keen to ensure that we also attract applicants from outside France. You must have an excellent knowledge of English and French. Knowledge of German would be an advantage.

### **Notes:**

Permanent contract - Part-time (80%).

### **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 **01.07.2018**, via our website: [www.ill.eu/en/careers](http://www.ill.eu/en/careers) (Vacancy reference: **18/23**).

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