

Vacancy

Bilingual Assistant (English/French)

Yours Tasks

Together with another assistant, you will provide administrative support for the highly technical groups and departments within the Projects and Techniques Division and will play a key role in their smooth running. Working for several managers, you will have the following duties and responsibilities:

- Detailed minute-taking and drafting and formatting important documents in English and French
- Planning and organising meetings and events (seminars, workshops, etc.)
- Booking travel arrangements and managing expenses claims
- Providing general support for visitors (scheduling of visits and access authorisations)
- Performing routine secretarial duties
- Managing the content of department, event and project web pages
- Acting as the point of contact between members of the Division and outside parties
- Acting as the secretariat for the Workplace Health and Safety Commission (CSSCT).

Qualifications / Experience:

- Level 4/5 qualification in Business and Administration or an equivalent bilingual secretarial/administrative assistant diploma
- You have an excellent command of written and spoken English and French; knowledge of German would be a plus.
- At least 5 years' experience as an administrative assistant in a technical and/or scientific environment in which English is the working language.
- Proficiency in office software (in particular MS Office) and familiarity with webpage and image management tools.
- Excellent organisational and time management skills with the ability to multi-task and prioritise work
- Attention to detail and problem-solving skills
- Sound communication and interpersonal skills
- Ability to take initiative and to work both independently and as part of a team
- Ability to judge the level of precision and confidentiality required for a given task.

We offer:

- ✓ **Quality of life** A hub for research and technology, the city of Grenoble is ideally located in the heart of the French Alps (just 3 hours from Paris/Provence by train, 1 hour from Lyon international airport and 1 ½ hours from Geneva). It is important for us that our staff achieve a healthy work-life balance. We therefore offer home working (under certain conditions), generous annual paid leave entitlement and a host of other benefits that you will discover when you arrive!
- ✓ **Prospects** We guarantee you a **Permanent Position** in a multicultural scientific environment.
- ✓ **Benefits** - We offer generous social benefits (expatriation allowance, excellent health cover), moving and relocation assistance (under certain conditions) and an annual productivity bonus. We also offer language courses for you and your partner and subsidies for the use of public transport and the staff canteen, as well as for holidays and a variety of cultural and sports activities.

How to apply:

Please submit your application on line no later **19/01/2025**, via our website :

www.ill.eu/careers

(vacancy reference : 24/57).

https://www.ill-recruits.eu/index_extern.php?sid=1715&intern=0

Con copia de la candidatura a: eures.franciasuizabenelux@sepe.es

Indicando la referencia ILL 24/57

Ayudas a la movilidad EURES

