

## Vacancy

# Human Resources administration officer

### Your tasks:

Working closely with the other members of the Group, you will primarily be responsible for the following:

- Handling administrative paperwork relating to the French social security and the organisations which administer the supplementary health insurance and provident fund schemes
- Managing staff absences (sick leave, annual paid leave, compensatory leave ("RTT"), etc.)
- Managing staff arrivals and departures
- Managing staff working hours and activities (on-call duties, overtime, etc.)
- Monitoring staffing levels, cross-charging and the calculation of staff costs
- Assisting with the compilation of staff-related data for reporting purposes (dashboards, statistics, reports, etc.)
- Front-desk reception to assist staff with queries as necessary (in English and French)

You will work in an open-plan office with up to 4 workstations, where team members interact and collaborate on a daily basis.

### Your profil:

- You have an undergraduate degree (or equivalent) or have some initial professional experience in an administrative post.
- 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 and new technologies; you are a recognised team player and are known for your listening skills and service-oriented attitude.
- You must have a sound knowledge of English and French.

## **We offer:**

- ✓ **Quality of life** la métropole alpine de Grenoble, berceau de la recherche et de la technologie, inspire par sa situation idéale (à 3h de Paris/la Provence en train, 1h de l'aéroport international de Lyon et 1h30 de Genève). Parce qu'il est important pour nous que vous ayez un équilibre entre votre vie professionnelle et personnelle, nous vous proposons le télétravail (sous certaines conditions), de nombreux jours de congés payés par an et de nombreux autres avantages que vous découvrirez dès votre arrivée !
- ✓ **Prospects. Fixed-term contract – 18 months**
- ✓ **Benefits** - Nous vous offrons de généreux avantages (indemnité d'expatriation, couverture santé avantageuse), une aide au déménagement (sous certaines conditions) et une prime annuelle de productivité. Les autres avantages que nous offrons sont des cours de langue pour vous et votre partenaire, des subventions pour les transports en commun, pour les vacances et les activités sociales, culturelles et pour l'utilisation de la cantine.

## **How to apply:**

**Please submit your application on line no later 30/07/2023, via our website, (vacancy reference: 23/30). Applying online - preferably in English**  
**[www.ill.eu/careers](http://www.ill.eu/careers)**

**Con copia de la candidatura a: [eures.franciasuizabenelux@sepe.es](mailto:eures.franciasuizabenelux@sepe.es)**

**Indicando la referencia ILL 23/30**

***Ayudas a la movilidad EURES***

