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**Vacancy**

The ILL’s Recruitment and Integration group is responsible for managing the end-to-end recruitment and integration process as well as some of the associated administrative formalities (employment contracts, contract amendments, etc.) in conjunction with the Personnel Administration and Payroll group. We recruit both in France and internationally in a variety of sectors such as science, engineering, high tech and support functions.

**HR assistant**

**Your tasks:**

You will provide administrative support within the Recruitment and Integration group, working in close collaboration with one other assistant. As a member of this multi-skilled team, you will take charge of some of the group’s activities, which include:

• Posting job opportunities internationally, including on various social media sites

• Tracking applications, organising interviews, communicating with the applicants in French and English

• Preparing contracts and amendments in compliance with French labour law

• Dealing with residence formalities for non-French staff (visas, work permits)

• Welcoming newcomers

• Performing other administrative duties, including managing work-study and work placement contracts

• Depending on your skills and experience, your duties could be extended to include other activities, such as HR communication activities.

**Your profile:**

• You have an NVQ level 4 (or equivalent) qualification in business and administration (administrative assistant) or in human resources management, together with some professional experience in the field of HR.  
• You are proficient in MS Office.  
• You are a team player with excellent time management and organisational skills and sound interpersonal skills.  
• You are able to communicate both orally and in writing in English and in French.

**We offer:**

**Quality of life -** A hub for research and technology, the city of Grenoble is ideally located in the heartof the French Alps (just 3 hours from Paris/Provence by train, 1 hour from Lyon international airportand 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 entitlementand a host of other benefits that you will discover when you arrive!

**Prospects -** We guarantee you a stable position on a**fixed-term 3 month contract** in a multicultural scientific environment.

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**Benefits -** We offer generous social benefits (expatriation allowance, excellent health cover), movingand relocation assistance (under certain conditions) and an annual productivity bonus. We also offerlanguage 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.

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| |  |  | | --- | --- | | **How to apply:**  **Please submit your application on line no later 03/09/2023, via our website, (vacancy reference: ILL 23/CDD05).** **Applying online - preferably in English**  [**www.ill.eu/careers**](http://www.ill.eu/careers)  Please note that all applicants are subject to administrative screening (background checks). For this post, medical fitness (including for work under ionising radiation) is required. You will also have to perform an emergency response role in the event of a major crisis. |  | | **Con copia de la candidatura a: eures.franciasuizabenelux@sepe.es**  **Indicando la referencia ILL 23/ CDD05** | |  |
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