

Vacancy

Bilingual Administrative Officer (F/M) – English & French

Yours Tasks

Primary responsibilities:

- Manage all administrative aspects of the experimental program.
- Serve as the primary interface between scientific visitors and the relevant ILL services.
- Coordinate scientists' visits, including responding to emails, processing invitations, assisting with formalities, and managing accommodation bookings.
- Provide on-site support to scientific visitors.
- Ensure compliance with safety regulations.

Additional involvement as part of a multifunctional team:

- Organize panel meetings for the evaluation of research proposals submitted to the ILL.
- Provide administrative assistance to the SCO's manager.
- Participate in other tasks and projects relevant to the group's activities.

Qualifications / Experience:

You have:

- Possession of an NVQ Level 4 in Business and Administration or an equivalent bilingual secretarial/assistant diploma, complemented by at least 5 years of professional experience.
- Exceptional proficiency in English and in French - both oral and written communication.
- Strong computer skills, including proficiency in word processing and spreadsheets.
- Familiarity with webpage administration and data base tools is a valuable asset.

The following key qualities:

- Strong interpersonal skills, fostering effective collaboration and communication.
- Highly organized with the ability to take initiative, prioritize tasks, and manage workloads efficiently, whether working independently or as part of a team.
- Flexible and adaptable to evolving environments and processes.
- Proactive in responding to last-minute changes with a positive attitude.
- Strong judgment in assessing the need for precision and maintaining confidentiality.

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 **part time permanent position 24 hours per week** 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 **08/12/2024**, via our website :

www.ill.eu/careers

(vacancy reference : 24/48).

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 24/48

Ayudas a la movilidad EURES

