

Vacancy

Import/Export Assistant for Customs Procedures

The Institut Laue-Langevin (ILL), situated in Grenoble, France, is Europe's leading research facility for fundamental research using neutrons. The ILL operates the brightest neutron source in the world and hosts over 2000 visits by scientists per year, who come to carry out world-class research. Reporting to the Head of Service, you will join the Customs and Transport team, which forms part of the Purchasing Service within the ILL's Administration Division. Working closely with the ILL's internal services (Purchasing, Stores, teams of scientists, etc.) and external partners (forwarding agents, transport companies, customs authorities), you will be responsible for the administrative and logistical management of the international flow of goods, as well as for ensuring compliance with regulatory requirements.

Yours Tasks

- Organise import and export operations in collaboration with suppliers and ILL's internal services
- Coordinate all customs procedures: prepare, check and submit the necessary documentation (invoices, transport documents, certificates of origin, customs declarations, etc.)
- Monitor and apply special customs arrangements: exemptions from duty, temporary arrangements (import/export), temporary importation, inward/outward processing, etc.
- Manage movements of goods within the EU and prepare Intrastat reports on the exchange of goods and services (DEB and DES declarations) in compliance with regulatory requirements
- Work with forwarding agents and customs authorities to ensure compliance with procedures and to ensure that the operations run smoothly
- Organise international transport, including transport of regulated materials (dangerous, sensitive or technical goods) base on specific project needs
- Check, process and classify transport/customs invoices and ensure the administrative documentation is properly archived
- Manage disputes and discrepancies linked to transport or customs compliance in collaboration with the relevant parties.

Qualifications / Experience:

- Level 5/6 qualification (HND, NVQ, undergraduate degree or equivalent professional qualification) in international commerce, transport and logistics, or customs procedures (or equivalent)
- Thorough knowledge of Incoterms and customs processes
- Level B1 written and spoken English: you must be able to communicate with stakeholders from abroad, understand technical documentation and deal with international procedures
- You are well organised and methodical with excellent attention to detail in order to manage sensitive procedures.
- You are able to prioritise and respond effectively.
- You have excellent interpersonal skills and a keen sense of team spirit.

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 based in Grenoble** 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:

https://www.ill-recruits.eu/index_extern.php?sid=2020&intern=0

Then why not take your next career step with us by applying online - preferably in English - via our career portal by **14.07.2025**, quoting **reference number 25/35**. Please note that medical fitness is required for this position. We are committed to equal opportunities and diversity and therefore welcome applications from all suitably qualified candidates. **Please note that the interviews are expected to take place between 01/09 and 15/09/2025.**

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

Indicando la referencia ILL 25/35

Ayudas a la movilidad EURES