

## Vacancy

The Institut Laue-Langevin (ILL), situated in Grenoble, France, is Europe's leading research facility for fundamental research using neutrons. The ILL hosts over 2000 visits by scientists per year, who come to carry out world-class research. Are you interested in taking up a new challenge in our international institute? Within the Scientific Coordination Office (SCO), you will work in the User Office Group, which is responsible for the organisation of the experimental program of the ILL. The User Office is dedicated to helping all visiting researchers to make the most of ILL facilities by giving them the organisational and administrative support needed before, during and after their stay.

### **Bilingual Administrative Officer – English and French**

#### **Yours Tasks**

You will be carrying out the following activities:

- Manage all the administrative aspects of the experimental program
- Ensure an interface between scientific visitors and the concerned ILL services
- Manage scientists' visits: responding to emails, processing invitations, assisting with formalities, managing and booking visitors' accommodation
- Provide support to scientific visitors on site
- Ensure safety rules are respected.

As part of a multifunctional team you may also be involved in:

- Organising panel meetings for the evaluation of the research proposals submitted to the ILL
- Compiling statistics on user operation
- Other tasks related to the group's activities.

#### **Qualifications / Experience:**

You have an NVQ level 4 in Business and Administration or an equivalent bilingual secretarial/assistant diploma complemented by several years of experience.

- You have an excellent level of proficiency in both English and French. (written and spoken)
- You are proficient in computer skills, including word processing, spreadsheets, and slide presentations.
- You have the ability to use tools for webpage administration.
- You are equipped with excellent interpersonal skills.
- You have the ability to communicate effectively, both in written and oral forms.
- You can take initiative, prioritise tasks, organise your workload, and possess the capacity to work both in a team setting and independently.
- You have the ability to adapt to evolving environments and changing work processes.
- You possess the ability to discern needs for precision and maintain 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 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 25/02/2024, via our website :**

**[www.ill.eu/careers](http://www.ill.eu/careers)**

**(vacancy reference : 24/03).**

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

**Indicando la referencia ILL 24/03**

**[Ayudas a la movilidad EURES](#)**

