

<b>TITLE: Assistant Infrastructure Support</b>		<b>ADM-030</b>
<b>REPORTS TO LINE MANAGER: ADDG of the Administration Department</b>		
<b>GRADE RANGE: G1-G2</b>		
<b>Date Written: March, 2007</b>	<b>Date Revised: July,2007</b>	<b>Date Revised:</b>

**Purposes:**

- Support the Department head with all the administrative and secretarial help to run the department. Candidate will also help other staff members of the department with similar help.

**Major Duties/Responsibilities:**

- Check the stationery supplies and compiling regular list of required items
- Unpack and distribution of stationery
- Pick up the express mail at Le Magasin
- Help with furniture moves etc.
- Help in the IT group when printers, computers etc have to be moved
- Take care of the internal mail distribution
- Change water bottles on the dispensers
- Tidy the meeting rooms each morning ~ 8h00 am
- Generally tidy up empty packaging, empty disposable cups / water cups. Tidy the “printer corners”
- Replace toner and cartridges in printers and lights.

**Qualifications and Experience:**

- A minimum of 3 years experience in a similar position
- Organization skills and co-ordination skills will the ability to set priorities and meet deadlines.
- High level of reliability, discretion, and confidentiality
- Good communication skills and capability to work towards department goals with a high level of autonomy.
- Basic knowledge of written and spoken English.

**Work Direction and Interfaces:**

- Reports to the ITER ADDG of the Administration
- Interacts on a daily basis with members of the Department as well as external organizations.

**Authority/Approval Levels:**

- Has authority and approval levels generally defined by the administration of the Department for his/her scope of work.

**Measures of Effectiveness:**

- Provide efficient and high quality service to all the Departments and division members.
- Establish a good collaboration attitude with all staff members of all the Department.