

TITLE: Senior Logistics Coordinator		ADM-049
REPORTS TO LINE MANAGER: Deputy Director General for the Department for Administration		
DIRECT EMPLOYMENT: NOT REQUIRED		GRADE RANGE: P3-P4
Date Written: July 2008	Date Revised:	Date Revised:

Purpose:

To manage the Logistics team of ITER Organization (IO).

Major Duties/Responsibilities:

- Develops offices allocation plan and schedule with regard to implementation of the foreseen recruitment plan;
- Develops the spaces allocation plan and schedule for the activities on the work site : warehouse, storage, loading spaces, in compliance with the environment and security IO rules and regulation;
- Develops and implements material management and control;
- Prepares and implements the accessibility and trucks circulation;
- Coordinates the transports, shipments, import/export;
- Manages hazardous materials in compliance with IO safety rules and regulation;
- Prepares the specification for the contracts to be placed regarding the IO logistic activities,
- Supervises the team in charge of the general maintenance of the buildings including utilities, phones;
- Maintains a strong commitment to the implementation and perpetuation of ITER safety program, values and ethics.

Qualifications and experience:

- **Education:** Advance Engineering degree/Logistics degree
- **Experience:** minimum of 10 years
- Experience in logistics in International and French Environment
- Good knowledge of the French regulations
- Experience in large construction project and work site management
- Excellent organization and coordination skills with the availability to set priorities and meet deadline.
- Very good communication skills and capability to work towards department goals with a high level of autonomy
- **Language requirements:** Fluent in English; Good command of French will be an important asset.

Work Direction and Interfaces:

- Reports to the Deputy Director General for the Department for Administration
- Interacts on a daily basis with the IO technical departments and the Project Office.

- Interacts with International Organizations

Authority/Approval Levels:

Has Authority and approval levels defined by the DDG for the Department for Administration for his/her scope of work

Measures of Effectiveness:

- Provides efficient and high quality service to the ITER Organization
- Establish a good relationship with all the IO team and the International Organizations.