

## Logistics Assistant

ADM-049

<b>Reports to Line Manager:</b>	Deputy Director General for the Administrative Department	<b>Job Code:</b>	ADM-049
<b>Direct Employment:</b>	Required	<b>Grade:</b>	G2

### Purpose

To provide assistance to the ITER Organization's infrastructure management and logistics services.

### Major Duties/Responsibilities

- Manages the Logistics Ticket System;
- Assist with Inventory management
- Assist in the management and planning of office space allocation including definition of future needs, planning office space availability and on time preparation to meet staffing demands
- Coordinates office space upon arrival of new staff, including all logistic needs (telephone, furniture...);
- Coordinates the supply of general services, such as cleaning, catering, maintenance etc. including the creation and management of the purchases through SAP;
- Assists in the organization of all logistics activities: meetings, conferences, ITER Council, etc.;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

### Qualifications and Experience

- **Education:**
  - Degree or High School Diploma, in the Logistics field or other relevant discipline.
- **Technical experience:**
  - At least 7 years' experience in accounting and logistics, with demonstrable increased responsibility.
- **Social skills:**
  - Good communication skills and the ability to work towards departmental goals with a high level of autonomy;
  - Very reliable, discrete, and with the ability to professionally handle topics with a high level of confidentiality;
  - Ability to deal confidently with a wide range of internal and external stakeholders
  - Ability to hold and respect deadlines
  - Reactivity and adaptability;
  - Capable of working autonomously on own his/her initiative with minimum supervision thanks to a proactive approach
  - Ability to work effectively in a multi-cultural environment;
  - Ability to work in a team and to promote team work.
- **Language requirements:**

- Fluent in English (written and spoken).
- ***Computer and IT skills:***
  - Good command of the Microsoft Office package;
  - Experience working with Administrative Management Software, and in particular SAP, would be an advantage.

### **Direct Supervisor and Interfaces**

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- Reports to the Director Deputy General for the Administration Department, under the coordination of the Infrastructure Support Coordinator;
- Interacts on a daily basis with members of the Department as well as external organizations.

### **Authority / Approval Levels**

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This position has authority and approval levels as defined by the Director Deputy General for the Administration Department for his/her scope of work.

### **Measures of Effectiveness**

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- Provides efficient and high quality service to all the ITER Departments and Division members;
- Establishes a good collaborative attitude with all ITER staff members within the various Departments.