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## JOB DETAIL

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Ref. IO1073 - 3/15/2010

**Secretary - CEP-120**

<b>Main job</b>	Secretary / Assistant
<b>Departments</b>	CEP/Department for Central Engineering and Plant Support
<b>Divisions</b>	CEP / Electrical Engineering Division
<b>Job Family</b>	Assistant / Secretary
<b>Application Deadline</b>	4/19/2010
<b>Grade</b>	G2
<b>Direct employment</b>	Required
<b>Supervised by:</b>	Division Head
<b>Purpose</b>	To support and assist the Head and staff members of the Electrical Engineering Division (EED) within the Department for Central Engineering and Plant Support (CEP) with all secretarial and administrative tasks needed to ensure the Division functions properly; To support the Department Deputy Director General (DDG) and other CEP Divisions during the absences of other CEP Department secretaries.
<b>Main duties / Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provides general secretarial and administrative assistance to the EED Head and Division personnel;</li> <li>• Arranges meetings (internal and external) and workshops, as and when required;</li> <li>• Arranges travel and accommodation arrangements for EED staff members' official missions and also for visitors;</li> <li>• Liaises with the Secretary for the Department Head so as to contribute to ensuring efficient communication channels between the Secretaries, the CEP Deputy Director General (DDG) and the CEP Divisions;</li> <li>• Assists the EED Head in tracking and monitoring the budget and resources;</li> <li>• Helps in the storage of administrative information and technical documents which are relevant to the EED;</li> <li>• Collaborates with the CEA, Agency ITER France, French institutions and external parties as needed to carry out administrative work for the EED, including procedures for French entry visas;</li> <li>• Creates Databases of various requirements;</li> <li>• Welcomes foreign collaborators;</li> <li>• Contributes to the preparation of presentations and documents, as required within the EED;</li> <li>• Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</li> </ul>
<b>Measures of effectiveness</b>	<ul style="list-style-type: none"> <li>• Provides the required administrative and secretarial support to the Head and personnel of the Electrical Engineering Division.</li> </ul>
<b>Level of study</b>	Post-Secondary or equivalent
<b>Diploma</b>	secretarial field
<b>Level of experience</b>	2 to 4 years
<b>Technical experience</b>	<ul style="list-style-type: none"> <li>- Working experience for at least 5 years' experience and proficiency in the secretarial field;</li> <li>- Earlier working experience in large international science or high technical facilities of ITER relevance would be considered an advantage;</li> <li>- Ability to draft letters and other forms of communication from short outline descriptions/instructions;</li> <li>- Ability to type English text above 80 words per minute would be considered an advantage.</li> </ul>
<b>Social skills</b>	Ability to work effectively in a multi-cultural environment Ability to communicate effectively Ability to work under pressure
<b>General skills</b>	MS Office standard applications (Word, Excel, Powerpoint, Outlook) SAP Sharepoint

- Specific skills

– Good coordination skills;

– Capable of working with a high level of autonomy;

– High level of reliability, discretion and confidentiality in handling Division documents.
- Languages

English (Fluent)

French (Working)

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