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Ref. IO1074 - 3/15/2010

Secretary - CEP-121

Main job	Secretary / Assistant
Departments	CEP/Department for Central Engineering and Plant Support
Divisions	CEP / Fuel Cycle Engineering Division
Job Family	Assistant / Secretary
Application Deadline	4/19/2010
Grade	G2
Direct employment	Required
Supervised by:	Division Head
Purpose	To support and assist the Division Head and staff members of the Fuel Cycle Engineering Division (FCED) 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 absence of other CEP Department secretaries.
Main duties / Responsibilities	<ul style="list-style-type: none"> • Provides general secretarial and administrative assistance to the FCED Head and personnel; • Arranges travel and accommodation arrangements for FCED staff members' official missions and provides support for travel and accommodation of visitors; • Welcomes new FCED staff and foreign collaborators and assists them to establish their working environment (phone, computer, network access, etc.); • Contributes to the preparation of letters, presentations, technical notes and other documents as required within the FCED; • 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; • Assists the FCED in all administrative matters related to the preparation and monitoring of procurement arrangements, task agreements, Research & Development and external contract documents; • Manages the storage of administrative information and technical documents relevant to the FCED, particularly documents with restricted access and database maintenance; • Arranges meetings (internal & external) and workshops, as required; • Attends meetings, prepares technical notes and assists in writing meeting minutes and action lists; • Assists technical Responsible Officers to follow-up on procurement and task related actions and milestones; • Collaborates with the CEA, Agency ITER France, French institutions and external parties as needed to carry out administrative work for the FCED; • Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.
Measures of effectiveness	• Provides the required support to the Head and personnel of the Fuel Cycle Engineering Division.
Level of study	Post-Secondary or equivalent
Diploma	Secretarial field
Level of experience	2 to 4 years
Technical experience	<ul style="list-style-type: none"> - At least 5 years' experience and proficiency in the secretarial field; - Earlier working experience in large international science or high-tech facilities similar to ITER would be considered an advantage; - Ability to draft letters and other forms of communication from short outline descriptions/instructions; - Ability to understand technical terms and to correlate

them;

– Ability to type English text above 80 words per minute would be considered an advantage.

Social skills Ability to work effectively in a multi-cultural environment
Ability to communicate effectively
Ability to work under pressure

General skills 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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