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JOB DETAIL

Ref. IO1080 - 3/15/2010

Secretary (CIE-200)

Main job Secretary / Assistant**Departments** CIE/Office for Central Integration & Engineering**Divisions** CIE / Assembly & Operations Division**Job Family** Assistant / Secretary**Application Deadline** 4/19/2010**Grade** G2**Direct employment** Required**Supervised by:** Division Head**Purpose** To provide work-flow, logistics, documentation and administrative support to the Assembly & Operations Division within the Office for Central Integration & Engineering.

Main duties / Responsibilities

- Assists in the logistics, recording, archiving and administration related to the work carried out by the Division;
- Organizes the Division's staff members' missions, prepares the required administrative papers and maintains the missions' records;
- Provides logistical and administrative support to efficiently manage meetings, visits for external collaborators and also organize access permits in collaboration with the Administration Department and the Secretary for the Head of the Office for Central Integration & Engineering;
- Assists in the recording and archiving of minutes and actions, in addition to contractual documents;
- Assists in the work flow follow-up of actions, issues and design changes;
- Assists in the preparation of monthly reports;
- Provides documentation help for the production and storage of baseline documentation;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

Measures of effectiveness Successfully handles the Assembly & Operations Division administrative and work flow systems.**Level of study** Post-Secondary or equivalent**Level of experience** 2 to 4 years

Technical experience At least 5 years' experience in assisting a manager or a team in an international environment;
 Ability to organize meetings involving visitors from different countries and to help them solve visa and logistic problems;
 Ability to organise information and record administrative and contractual documents;
 Knowledge of ITER and fusion international communities would be an advantage.

Social skills Ability to work effectively in a multi-cultural environment
 Ability to work in a team and to promote team work

Specific skills Good command of Microsoft Office software (Word, PowerPoint, Excel, etc.);
 Demonstrated experience with the use of Office Administration and IT tools (e.g. SAP).

Languages English (Fluent)
 French (Working)

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