Administrative Assistant for the Technical Integration Division PRO-055

Reports to Line Manager:	Technical Integration Division Head, Project Office	**Job Code:**	PRO-055
Direct Employment:	Required	**Grade:**	G3

Purpose

To provide administrative, work-flow and documentation support to the Technical Integration Division within the Project Office.

Major Duties/Responsibilities

china

eu

india

japan

korea

russia

usa

- Assists in the administration, logistics, recording and archiving 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 Project Office;
- 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;
- Helps to prepare 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.

Qualifications and Experience

- **Education:**
  - Degree at least equivalent to 2-4 years of study after the High School Diploma, in secretarial or office administration or other related discipline.
- **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.

- **_Language requirements:_**
  - Fluent in English (written and spoken);
  - Knowledge of the host language (French) and/or some of the Member languages would be an advantage.
- **_Computer and IT 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).

Direct Supervisor and Interfaces

- Reports to the Head of the Technical Integration Division;
- Interfaces with all Division members and other Departments and Divisions.

Authority / Approval Levels

This position has authority and approval levels generally defined by the Head of Project Office for his/her scope of work.

Measures of Effectiveness

- Successfully handles the Technical Integration Division administrative and work flow systems.