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JOB DETAIL

Ref. IO1082 - 3/15/2010

Secretary (TKM-107)

Main job Secretary / Assistant**Departments** TKM/Department for Tokamak**Divisions** TKM / Internal Components Division**Job Family** Assistant / Secretary**Application Deadline** 4/19/2010**Grade** G2**Direct employment** Required**Supervised by:** Division Head**Purpose** To provide secretarial, clerical, and administrative support to the Internal Components Division and Sections within the Tokamak Department

Main duties / Responsibilities

- Collaborates with other Secretaries in the Tokamak Department to assist with all secretarial and administrative matters related to the Division;
- Makes travel and accomodation arrangements for missions;
- Provides the Division with support and assistance in the organization of the Division's technical meetings and also various working group meetings;
- Provides administrative assistance for international visitors;
- Contributes to the preparation of presentations, memos, and documents as required within the Division;
- Contributes to preparing and inputting the Division's documents and records into the ITER Document Management System (IDM);
- Assists to prepare and input the Division's documents and records for staff appraisals, leave requests, time sheets, purchase orders, etc. in the ITER SAP system;
- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

Measures of effectiveness

- Provides efficient and high quality service to the Internal Components Division Head, to the Sections' Leaders and Division's members;
- Acts in collaborative manner with all members of the Department.

Level of study Post-Secondary or equivalent**Level of experience** 2 to 4 years

Social skills

- Ability to work effectively in a multi-cultural environment
- Ability to work in a team and to promote team work
- Ability to communicate effectively
- Ability to hold and respect deadlines

Specific skills

- Excellent organizational skills and coordination skills with the ability to set priorities and meet deadlines;
- High level of reliability, discretion, and confidentiality in handling the Division's documents;
- Good communication skills and ability to work towards the Division's goals with a high level of autonomy;
- Demonstrated ability to produce high quality results;
- Strong interpersonal skills to work effectively in an international environment and within an interdisciplinary project team.
- Good knowledge of MS Word, Excel, Power Point, and Adobe Acrobat.

Languages

- English (Fluent)
- French (Working)

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