

IO1293 ADM-047 Administrative Assistant

General information

Job category	Standard
Confidential	No
Status	Confirmed
Department	ADM/Department for Administration
Division	GEA/ Procurement and Contracts Division

Job description

Main job	Business Administration - Procurement
Title of the position	ADM-047 Administrative Assistant
Job family	Experienced Functional Support - 2
Duration of the contract	5 years
Contractual hours	Full time
Grade	G3
Direct employment	Required
Supervised by:	Division Head
Purpose	<p>To support the Division in the coordination of in-cash and in-kind activities.</p> <p>To assist the Division Head in managing the tender processes and meetings with Tenderers for large contracts.</p> <p>To take part of the general administration of the Procurement and Contracts Division (PCD) service provided to the Head of the Division, as well as the Section Leaders.</p>
Main duties / Responsibilities	<ul style="list-style-type: none">- Follow-up contracts and procurement arrangements in the procurement workflow, ensuring they are reviewed and signed in a timely manner;- Supports the Division Head and Section Leaders in the preparation of procedures, working instructions, Management Advisory Committee (MAC) documents associated to the Division activity;- Checks the conformity of all documents to be signed by the Division Head and ensures that the procedure is followed with regards to templates to be used and signature workflows;- Contributes to the development and update of PCD monthly reports;- Collects all information in relation with the procurement plans in order to prepare relevant data to be published on the IO web-site;- Responsible for Purchase Orders below EUR 50 000 in the Enterprise Resources Planning tool (SAP);- Organizes meetings with technical teams and/or Domestic Agencies for the preparation of large tenders and procurement arrangements;- Prepares supporting documents and organizes meetings with tenderers, contractors and suppliers;- Responds to queries from tenderers, contractors and suppliers;- Provides guidance to suppliers for the IO Supplier database and manage the IO-PCD mail box;- Ensures that all administrative requirements are implemented, such as timesheets, leaves, trainings, entrance access for visitors;- Organizes the PCD newcomer's process: provides guidance and handbook for new comers, organizes meetings with relevant people, handles required administration access for various systems, such as SAP, IDM, mail accounts, telephone, canteen, etc;- Provides administrative support for travel arrangements for the whole Division;- Communicates on procurement procedures with Directorates;- Assists Directorates in initiating requisitions and orders, and solves problems up front;- Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;- Performs other duties linked to the above purpose upon management request, as necessary;- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.

Measures of effectiveness	<ul style="list-style-type: none"> - Reports to the Head of Procurement and Contracts Division; - Interfaces with all Directorates and Divisions within the Organisation; - Interfaces with suppliers; - In response to requests from the Director-General and/or Director for General Administration, or proactively, informs the DG/ Director for General Administration of any important and urgent issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objectives.
	<ul style="list-style-type: none"> - Ensures effective workflow and quality assurance for the scope of work; - Manages rigorously documentation; - Supports efficiently logistics and general administration matters on time; - Successfully contributes to the timely and effective execution of ITER contracts and purchases.
	Project Construction Phase SAP Id: 500001078

Applicant criteria

Level of study	At least Post-Secondary Degree or equivalent
Diploma	Administration or other related discipline
Level of experience	At least 5 years
Technical experience	- Experience working in a purchasing and contracts department
Social skills	Ability to work effectively in a multi-cultural environment , Ability to communicate effectively, Ability to hold and respect deadlines
General skills	<ul style="list-style-type: none"> - Excellent organizational, interpersonal and communication skills including the ability to deal confidently with a wide range of internal and external stakeholders; - Capable of working towards predefined goals and on own his/her initiative with minimum supervision thanks to a proactive approach; - Ability to work effectively in a multi-cultural environment; - Experience working in a team environment as an effective team player. - Ability to work with high confidential issues.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook), SAP
Others	Excellent IT skills with the ability to generate and manipulate documents in Excel and Word. Working knowledge in French (written and spoken) would be an advantage.

Origin of the job

Entity	ITER ORGANIZATION
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HR Follow-up

Email alerts	Every 10 applications
Main recruiter in charge	Severine Cuvelier
Followed by	Mélanie Picarel
Alert recipient(s)	Severine Cuvelier
Publication default start date	2/6/2013
Publication default end date	3/8/2013
Automatic update	No