

# IO1247 Administrative Assistant ADM-102

## General information

Job category	Standard
Status	Confirmed
Department	ADM/Directorate for General Administration
Division	GEA/ Human Resources

## Job description

Main job	Business Administration - Human Resources
Title of the position	Administrative Assistant ADM-102
Job family	Experienced Functional Support - 1
Grade	G3
Direct employment	Required
Purpose	To provide administrative support in the management of relocation benefits, missions process and to other personnel administration tasks within the Human Resources (HR) Division of the ITER Organization.
Main duties / Responsibilities	<p>Manages official duty expenses by implementing the travel policy, registering missions orders, calculating reimbursements and contributes to the entire process within the defined scope of responsibilities;</p> <p>Processes claims related to travel and removal expenses; from the reception of the removal cost estimates and the travel files until completion of the payment;</p> <p>Elaborates monthly and annual reports related to different HR data;</p> <p>Makes proposals to update and revise HR process and procedures, and documentation in accordance with the Management Quality Process (MQP) rules;</p> <p>Provides advice and guidance to staff and secretaries with respect to administrative procedures and policy practices related to mission, removal and travel;</p> <p>Provides support in Payroll and Time administration, as well as other HR tasks such as updating process, making statistics or reports;</p> <p>Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;</p> <p>Performs other duties linked to the above purpose upon management requests;</p> <p>Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</p>
Measures of effectiveness	<p>Reports to the Head of Human Resources, under the supervision of the Administrator Responsible for Payroll, Pension, Social Insurance and Mission;</p> <p>Interfaces on a daily basis with all the staff members of the IO;</p> <p>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.</p> <p>Accomplishes tasks accurately and in a timely manner;</p> <p>Respects procedures as defined and detailed in the existing MQP documentation;</p> <p>Provides efficient and high quality service to the team for his/her scope of work;</p> <p>Establishes a good collaborative attitude and relationship with all staff members of the Administration Department as well as the other Departments.</p> <p>Project Construction phase.</p>

## Applicant criteria

Level of study	Post-Secondary or equivalent
Diploma	Administration or other relevant field
Level of experience	At least 5 years

Technical experience	Experience in a similar position in a large multi-disciplinary project performed in an international environment is required.
Social skills	Ability to work effectively in a multi-cultural environment , Ability to work in a team and to promote team spirit, Ability to communicate effectively, Ability to hold and respect deadlines
General skills	Ability & skills to produce high quality results; Excellent organizational and coordination skills to set priorities and meet deadlines; High level of reliability, discretion, and confidentiality in handling department documents; Good communication skills and capability to work towards departmental goals with a high level of autonomy.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook), SAP