

IO1285 Secretary CEP-090

General information

Job category	Standard
Confidential	No
Status	Confirmed
Department	DIP/Directorate for Central Engineering & Plant
Division	CEP / Plant Engineering Division

Job description

Main job	Business Administration - Secretary / Assistant
Title of the position	Secretary CEP-090
Job family	Secretary
Contractual hours	Full time
Grade	G2
Direct employment	Required
Supervised by:	Division Head
Purpose	<p>To provide administrative, secretarial, and clerical support to the Plant Engineering Division and its sections.</p> <p>To provide administrative, procurement, work-flow and documentation support to the Plant Engineering Division.</p>
Main duties / Responsibilities	<p>Assists in the administration, logistics, recording and archiving related to work carried out by the Division;</p> <p>Assists in the preparation of monthly reports and in the follow-up of actions and issues;</p> <p>Creates Purchase Requests, verifies and certifies invoices, organizes and ensures proper filing of contractual documents and reports;</p> <p>Responsible for organizing and maintaining web-based document filing systems and Division intranet pages;</p> <p>Responsible for organizing information, write minutes of meetings and file documents;</p> <p>Provides logistical and administrative support to efficiently manage meetings, visits for external collaborators and also organizes access permits in collaboration with the Safety, Quality and Security (SQS) Department;</p> <p>Organizes missions for Division staff members, prepares the required administrative papers and maintains the records;</p> <p>Substitutes for other Assistants/Secretaries in the CEP Directorate in case of absence;</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 request, as necessary;</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 Plant Engineering division head</p> <p>Interacts with members of the ITER Team and Domestic Agency Personnel as required.</p> <p>In response to requests from the Director-General and/or CEP Directorate Director, or proactively, informs the DG/ CEP Directorate Director 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>Successfully provides support to the CEP Division Heads and staff of the division;</p> <p>Issues accurate minutes, presentations or other documents within the defined deadline;</p> <p>Follows up efficiently all procurement matters;</p> <p>Provides efficient and high quality administrative and logistics service to the Division;</p> <p>Develops and maintains up to date document data base and intranet of the Division;</p> <p>Acts in collaborative manner with all members of the ITER Organization;</p> <p>Maintains effective communication within the ITER Organization.</p>
	Project Construction Phase

Applicant criteria

Level of study	At least Post-Secondary Degree or equivalent
Diploma	Secretarial or Office Administration
Level of experience	At least 5 years
Technical experience	Experience in assisting a manager and 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 organize information, write minutes of meetings 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 spirit
General skills	Excellent organizational skills and co-ordination skills with the ability to set priorities and meet deadlines; High level of reliability, discretion, and confidentiality in handling documentation and information;
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Working knowledge in French (written and spoken) would be an advantage. Demonstrated experience with the use of databases and maintaining website content would be a distinct advantage.

Origin of the job

Entity	ITER ORGANIZATION
Recruitment reason	Replacement

HR Follow-up

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