

# IO1295 Assistant ADM-108

## General information

Job category	Standard
Status	Confirmed
Department	ADM/Directorate for General Administration

## Job description

Main job	Business Administration - Secretary / Assistant
Title of the position	Assistant ADM-108
Job family	Assistant
Grade	G3
Direct employment	Required
Purpose	<p>To provide administrative, secretarial, and clerical support to the General Administration (GEA) Director and GEA staff in collaboration with the other administrative assistants and secretaries.</p>
Main duties / Responsibilities	<p>Provides general administrative, secretarial, and clerical support to the GEA Director; Maintains the GEA Director's calendar (meetings, missions, leaves, time sheet, etc.); Provides administrative and logistical support to efficiently organize meetings, to draft records of the meetings of the Directorate; Contributes to the preparation of presentations, memos and other documents as required; Assists in preparation of GEA Director's weekly schedule; Coordinates for collecting and standardizing of all GEA documents for MAC and Council; Creates purchase requests, verifies and certifies invoices, when required; Develops and maintains Databases of various requirements; Substitutes for other Assistants/Secretaries in the GEA Directorate in case of absence; Facilitates internal coordination across various units of the Directorate and supports external communication with DAs and others; Assists the implementation of Tax Assistance Program (e.g. invitations; room booking, etc.); Performs other duties linked to the above purpose upon management request, as necessary; Supports the development and implementation of quality assurance processes and procedures at the Directorate level; 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.</p> <ul style="list-style-type: none"><li>- Ensures effective workflow and quality assurance for the scope of work;</li><li>- Manages rigorously documentation;</li><li>- Supports logistics matters on time;</li><li>- Develops and issues accurate reports within the defined schedule.</li></ul>
Measures of effectiveness	<ul style="list-style-type: none"><li>- Reports to the Director of GEA;</li><li>- Acts as an interface between staff members of GEA;</li><li>- In response to requests from the Director-General and/or Director for Administration Department, or proactively, informs the DG/ Director for Administration Department 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.</li></ul> <p>Project Construction Phase</p>

## 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 an administrative position First experience at secretary executive level
Social skills	Ability to work effectively in a multi-cultural environment  Excellent organizational, interpersonal and communication skills including the ability to work with high confidential issues; Ability to hold and respect deadlines with high quality of work; Capable of working towards predefined goals and on own his/her initiative with minimum supervision thanks to a proactive approach;
General skills	Experience working in a team environment as an effective team player promoting to team solidarity; Flexibility, reactivity and good judgment; Reliability and discretion.
Languages	English (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook), SAP
Others	Working knowledge in French (written and spoken) would be an advantage. Excellent IT skills with the ability to generate and manipulate documents in Excel and Word.