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JOB DETAIL

Ref. IO1753 - 8/31/2016

Facility Management Logistics Assistant - CST-048

Main job	Facilities engineering
Department	CST / Construction Department
Division	CST / Facilities, Logistics & Materiels Division
Section	CST / FLM / Facilities Management Section
Job Family	Functional Assistant - 1
Application Deadline (MM/DD/YYYY)	10/16/2016
Grade	G3
Direct employment	Not required
Purpose	-To undertake technical and administrative tasks in support of the Facilities Management section. -The position is very much focused on providing a client-focused interface to the ITER staff members and other stakeholders working at the ITER site.
Main duties / Responsibilities	-Provides logistics support to contractors arriving on the ITER site, including access formalities, furniture supply, work authorization formalities etc.; -Manages internal requests for logistic support through the ITER ticket system, including instructing the appropriate service providers and following up the requests; -Coordinates office removals; -Prepares orders for small supplies (office furniture, stationary, consumables); -Manages stock of small supplies; -Supports the Section Leader in the day-to-day follow up of service contracts and manages autonomously small-value contracts; -Prepares messages for internal communication related to facility management services; -May be required to take part in the on-call duty service established by the ITER Organization outside normal working hours, including nights, weekends and public holidays; -Performs other duties in support of the project schedule; -May be requested to be part of any of the project team and perform other duties; -Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.  -Reports to the Section Leader of the Facilities Management Section; -Acts as an interface between the internal users/client and the Facility Management contractors; -In response to requests from the Director-General and/or Construction Department Head, or proactively, informs the Director-General and/or Construction Department Head 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.
Measures of effectiveness	-Completes tasks accurately and in a timely manner; -Ensures that all reported critical anomalies are transferred promptly to the appropriate service providers; -Filters and screens information to be presented to the Section Leader.  Project Construction Phase
Level of study	Two years post-secondary education
Diploma	Service sector discipline
Level of experience	At least 3 years
Technical experience/knowledge	-Post-secondary education degree in a service sector discipline such as logistics, facilities management or other appropriate customer focused discipline; -Extensive experience in similar jobs (involving similar work responsibilities) and/or additional training certificates

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in relevant domains may be considered a reasonable substitute for the required educational degree.

- At least 3 years of experience in a similar position with a focus on customer-service;
- Experience in generating documents and organizing their electronic and paper storage according to preset rules and processes;
- Experience in managing delivery, storage and inventories of small supplies and autonomously monitoring small contracts in the field of Facilities Management;
- Good understanding and application of customer service principles;

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 work under pressure Proactive Positive outlook Good planning and organisational skills
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
General skills	-Ability to communicate effectively across the full spectrum of stakeholders; -Client-oriented attitude and ability to act with discretion when required. -French knowledge is considered as an advantage
Others	-Good knowledge of MS Office applications and familiar with the preparation of EXCEL spreadsheets.
Languages	English (Fluent)

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