

# IO1293 ADM-047 Administrative Assistant

## General information

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| Job category | Standard                                |
| Status       | Published                               |
| Department   | ADM/Department for Administration       |
| Division     | GEA/ Procurement and Contracts Division |

## Job description

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| Main job                       | Business Administration - Procurement  |
| Title of the position          | ADM-047 Administrative Assistant   |
| Job family                     | Experienced Functional Support - 2   |
| Grade                          | G3   |
| Direct employment              | Required   |
| 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"><li>- Follow-up contracts and procurement arrangements in the procurement workflow, ensuring they are reviewed and signed in a timely manner;</li><li>- Supports the Division Head and Section Leaders in the preparation of procedures, working instructions, Management Advisory Committee (MAC) documents associated to the Division activity;</li><li>- 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;</li><li>- Contributes to the development and update of PCD monthly reports;</li><li>- Collects all information in relation with the procurement plans in order to prepare relevant data to be published on the IO web-site;</li><li>- Responsible for Purchase Orders below EUR 50 000 in the Enterprise Resources Planning tool (SAP);</li><li>- Organizes meetings with technical teams and/or Domestic Agencies for the preparation of large tenders and procurement arrangements;</li><li>- Prepares supporting documents and organizes meetings with tenderers, contractors and suppliers;</li><li>- Responds to queries from tenderers, contractors and suppliers;</li><li>- Provides guidance to suppliers for the IO Supplier database and manage the IO-PCD mail box;</li><li>- Ensures that all administrative requirements are implemented, such as timesheets, leaves, trainings, entrance access for visitors;</li><li>- 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;</li><li>- Provides administrative support for travel arrangements for the whole Division;</li><li>- Communicates on procurement procedures with Directorates;</li><li>- Assists Directorates in initiating requisitions and orders, and solves problems up front;</li><li>- Performs other duties in support of the project schedule as described in the Detailed Work Schedule and the Strategic Management Plan;</li><li>- Performs other duties linked to the above purpose upon management request, as necessary;</li><li>- Maintains a strong commitment to the implementation and perpetuation of the ITER Safety Program, values and ethics.</li></ul><br><ul style="list-style-type: none"><li>- Reports to the Head of Procurement and Contracts Division;</li><li>- Interfaces with all Directorates and Divisions within the Organisation;</li><li>- Interfaces with suppliers;</li><li>- 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</li></ul> |

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| Measures of effectiveness | <p>issues that cannot be handled by the concerned line management and may jeopardize the achievement of the Project's objectives.</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 efficiently logistics and general administration matters on time;</li> <li>- Successfully contributes to the timely and effective execution of ITER contracts and purchases.</li> </ul> <p>Project Construction Phase<br/>SAP Id: 500001078</p> |
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Applicant criteria

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| 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        | <p>Ability to work effectively in a multi-cultural environment , Ability to communicate effectively, Ability to hold and respect deadlines</p> <ul style="list-style-type: none"> <li>- Excellent organizational, interpersonal and communication skills including the ability to deal confidently with a wide range of internal and external stakeholders;</li> <li>- Capable of working towards predefined goals and on own his/her initiative with minimum supervision thanks to a proactive approach;</li> </ul> |
| General skills       | <ul style="list-style-type: none"> <li>- Ability to work effectively in a multi-cultural environment;</li> <li>- Experience working in a team environment as an effective team player.</li> <li>- Ability to work with high confidential issues.</li> </ul>  |
| Languages            | English (Working)  |
| Specific skills      | MS Office standard (Word, Excel, PowerPoint, Outlook), SAP   |
| Others               | <p>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.</p>  |