

IO1267 Secretary CIE-212

General information

Job category	Standard
Status	Published
Department	DIP/Directorate for Central Integration & Engineering
Division	CIE / Assembly & Operations Division

Job description

Main job	Business Administration - Secretary / Assistant
Title of the position	Secretary CIE-212
Job family	Secretary
Grade	G2
Direct employment	Required
Purpose	<p>To provide administrative, procurement, work-flow and documentation support to the Assembly & Operations Division.</p> <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 maintaining web-based document filing systems and Division intranet pages;</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>Supports the Project Controls Division up to 25% of the time with the above duties;</p> <p>Substitutes for other Assistants/Secretaries in the CIE (Central Integration and Engineering) 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>
Main duties / Responsibilities	<p>Reports to the Head of the Assembly & Operations Division;</p> <p>Interfaces with all Division members and other Divisions, Directorates and Departments;</p> <p>In response to requests from the Director-General and/or Director of CIE Directorate, or proactively, informs the DG/Director of CIE Directorate 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 completes the objectives set in agreement with the Head of the Assembly and Operations Division;</p> <p>Provides efficient and high quality service to 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>
Measures of effectiveness	<p>Project Construction Phase.</p>

Applicant criteria

Level of study	Post-Secondary or equivalent
Diploma	Secretariat or 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 organise information 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, Good planning and organisational skills
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 (Fluent) French (Working)
Specific skills	MS Office standard (Word, Excel, PowerPoint, Outlook)
Others	Demonstrated experience with the use of Office Administration and IT tools (e.g. SAP).