

IO1592 Secretary - TED-025

General information

Job category	Standard
Status	Published
Department	TED / Tokamak Engineering Department

Job description

Main job	Business Administration - Secretary / Assistant
Title of the position	Secretary - TED-025
Job family	Secretary
Grade	G1/G2
Direct employment	Required
Purpose	<p>To provide administrative, secretarial, and clerical support to a Division and Sections within the Tokamak Engineering Department (TED).</p>
Main duties / Responsibilities	<p>Performs general secretarial duties for the Division Head, Section Leaders and staff members; Collaborates with other Secretaries in the TED to assist with all administrative matters; Contributes to prepare and input the Division's documents and records in the ITER Document Management System (IDM);</p> <p>Arranges travel and accommodation arrangements for staff member missions;</p> <p>Arranges technical meetings (internal & external), as required, providing support for travel and accommodation of visitors;</p> <p>Contributes to the preparation of presentations, memos, and documents as required within the Division;</p> <p>Supports the procurement activities of the Division by starting purchase requests/orders, monitoring the delivery and acceptances of reports and closing of the contracts or task agreements;</p> <p>Assists the Division Head in monitoring the annual budget, contracts and task agreements, and the mission plan;</p> <p>Substitutes other secretaries or assistants when required and contributes to ensuring efficient communication channels;</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>May be requested to be part of any of the project team and perform other duties upon management request;</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 Division Head;</p> <p>The secretaries of the Department are coordinated by the Assistant to the Head of the Department;</p> <p>Acts as an interface between on a daily basis with members of the Department as well as external organizations;</p> <p>In response to requests from the Director-General and/or TED Head, or proactively, informs the DG/TED 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.</p> <p>Completes all the necessary administrative tasks in an efficient way and timely manner;</p> <p>Supports staff members in planning and follow up of missions including travel arrangements, execution of IO procedures and reimbursement in a timely manner;</p> <p>Manages effectively and accurately preparation and storage of documentation;</p> <p>Initiates and monitors purchase requests in a timely manner;</p> <p>Organizes and supports all logistic aspects including site accesses, meeting room booking, invitations, etc., in a timely manner.</p> <p>Acts in collaborative manner with all members of the Department.</p>
	SAP ID: 50000668
	Project Construction Phase

Applicant criteria

Level of study	At least a secondary level education or equivalent vocational training
Diploma	Secretarial/Adm. Assistance field or other
Level of experience	At least 5 years
Technical experience/knowledge	At least 5 years' experience in a similar position in a large multi-disciplinary project performed in an international environment; Previous experience in research area and/or engineering projects 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	Good organizational skills and co-ordination skills with the ability to set priorities and meet deadlines; High level of reliability, discretion, and confidentiality in handling the Department's documents; Good communication & interpersonal skills and ability to work with a high level of autonomy;
Languages	English (Fluent) French (Basic)
Others	Good knowledge of MS Word, Excel, Power Point and Adobe Acrobat, and SAP or similar software.