



Logistics officer/Storekeeper

Indefinite-term contract

Core mission

As a member of the Purchasing Service (12-person team) within the ILL's Administration Division, you will be responsible for carrying out a variety of tasks in the Institute's three stores facilities.

Your tasks

Stores inventory control:

- Maintain stock levels, place orders for stock as needed, and monitor product changes (supplier relations)
- Issue Personal Protective Equipment (PPE) and miscellaneous items of stock to users at the stores counter
- Manage the procurement of gases
- Establish procedures for stock control and tracking and organise annual stock-taking
- Perform the month-end closing for stock purchases in liaison with the Finance and/or Purchasing Service.

Issuing of goods ordered to users of the ILL stores:

- Take delivery of and check the orders for items stocked in the stores
- Inform users in real time of the receipt of goods they have ordered
- Hand over parcels to users who come to collect their orders
- Liaise with the other stores on the EPN Campus (joint ILL/ESRF stores and goods collection area) and with the ILL's Transport and Customs group
- Advise users and provide practical assistance with the shipping of goods (in particular concerning packaging).

In addition, you must be able to:

- Organise and plan your work in an optimised manner, based on priorities validated by ILL Management
- Be proactive in driving continuous improvements in the quality of the service provided by reporting problems encountered and proposing solutions
- Help to improve the efficiency of the activities carried out by working and communicating closely with members of the Purchasing Service and with partners outside the service (other ILL services, customers, suppliers, etc.)
- Ensure that you comply with health and safety regulations when carrying out your duties
- Keep up-to-date with technological developments (technology watch) and update your skills accordingly, participating actively in the process of knowledge capitalisation and experience feedback
- Act as contact person for outside companies and organisations
- Report regularly to your line manager on your activities.

Your profile

- You have a Level 3 or Level 4 (NVQ or equivalent) qualification in logistics with at least two years' professional experience.
- You are well organised and have a meticulous approach to your work. You are team player with excellent interpersonal skills and a service-oriented attitude.
- You have practical experience of IT tools.
- A forklift operator licence is desirable; you must have a category B driving licence.

What we offer



Quality of life – A hub for research and technology, the city of Grenoble is ideally located in the heart of the French Alps (just 3 hours from Paris/Provence by train, 1 hour from Lyon international airport and 1 ½ hours from Geneva). It is important for us that our staff achieve a healthy work-life balance. We therefore offer a host of benefits that you will discover when you arrive!



Prospects - We guarantee you a secure **permanent contract** in a multicultural scientific environment



Benefits - We offer generous social benefits (expatriation allowance, excellent health cover), moving and relocation assistance (under certain conditions) and an annual productivity bonus. We also offer language courses for you and your partner and subsidies for the use of public transport and the staff canteen, as well as for holidays and a variety of cultural and sports activities.

Sounds interesting?

Then why not take your next career step with us by applying online – preferably in English - via our career portal by **24.07.2022 - interviews will be held on the first weeks of September**, quoting reference number **22/19**. Please note that medical fitness is required for this post and that all applicants are subject to administrative screening. We are committed to equal opportunities and diversity and therefore welcome applications from all suitably qualified candidates.

The Institut Laue-Langevin (ILL) is based in Grenoble (France) and operates Europe's leading research facility for basic research with neutrons. United by our passion for progress and technology, we drive science and research forward every day. Together, we can pave the way for discoveries that will help to make our world a better place.

www.ill.eu/careers

