



Senior Recruitment & Integration Specialist

Indefinite-term contract

Core mission

The Institut Laue-Langevin (ILL), situated in Grenoble, France, is Europe's leading research facility for scientific research using neutrons. Every year, we host over 2000 visits by scientists, who come to the Institute to carry out world-class research.

Are you interested in taking up a new challenge in our international institute?

The Recruitment & Integration group is part of the ILL's HR Service and is responsible for managing the recruitment and onboarding processes for scientific, technical and administrative staff positions at the ILL in an international recruitment context. In this exciting international research environment, we are looking for a dynamic and highly motivated Recruitment and Integration Officer to join our team.

Your tasks

Reporting directly to the Head of the Recruitment & Integration group and working closely with the other (5) members of the group and the entire HR Service, you will be responsible for managing the end-to-end recruitment process, from defining requirements to the onboarding of new employees. Your role will involve:

- Assisting managers in defining their needs and drafting and publishing the corresponding job offers (job boards, social media, etc.)
- Contributing to the overall recruitment strategy (sourcing, development of relations with schools and universities, participation in job fairs, definition of media plans with our communications agency, and budget monitoring)
- Conducting interviews in English or French within the framework of individual interviews and selection panels
- Participating in the final selection of candidates on the basis of criteria you have drawn up in advance with those involved in the recruitment exercise
- Preparing employment offers, validating contracts in terms of compliance with employment law, and the associated legal monitoring
- Supporting managers in preparing for the arrival and induction of new employees
- Monitoring new employees during their probationary period
- Playing an active role in developing the ILL's employer brand (communication on social media, overhauling and updating the careers pages on our website, etc.)
- Providing managers with information, expertise and advice on HR topics.

Your profile

- Level 7 qualification (Master's degree or equivalent) in human resources or management, or equivalent professional experience in these two fields.
- At least 10 years' professional experience in HR, including 5 years working in recruitment.
- Proven track record in recruitment in an international setting.
- Excellent interpersonal, listening, and oral and written communication skills.
- You have a curious mind and a meticulous and well-organised approach to your work.
- You are a recognised team player but are also able to assert yourself while remaining flexible.
- Excellent knowledge of English and French is required.

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 home working (under certain conditions), generous annual paid leave entitlement and a host of other benefits that you will discover when you arrive!



Prospects - We guarantee you a secure permanent position in a multicultural scientific environment.



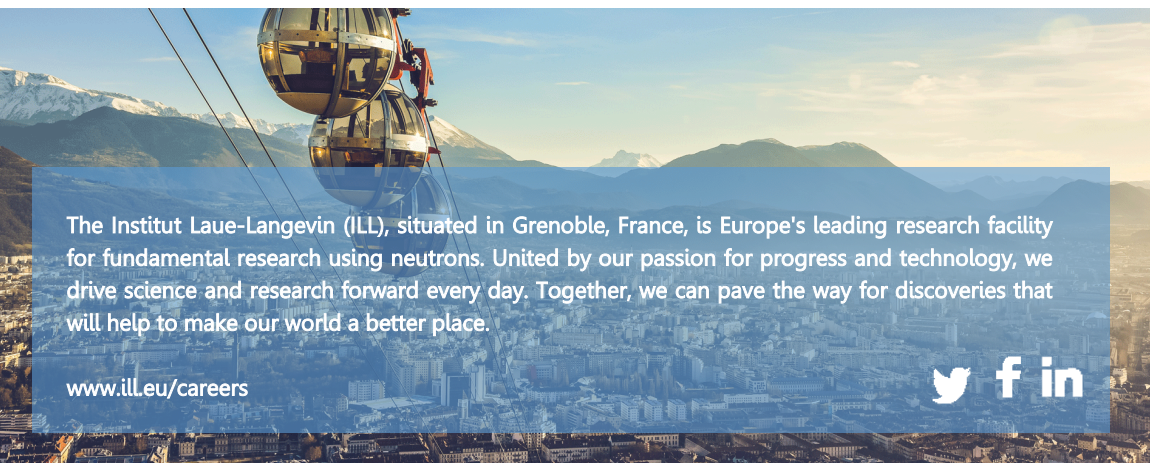
Benefits - We offer generous social benefits (expatriation allowance, excellent health cover), moving and relocation assistance (under certain conditions) and an annual productivity bonus. We also offer language courses for you and your partner and subsidies for the use of public transport and the staff 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 28.07.2024**, quoting reference number **24/26**.

Please note that all applicants are subject to administrative screening (background checks) and that medical fitness is required.

We are committed to equal opportunities and diversity and therefore welcome applications from all suitably qualified candidates.



The Institut Laue-Langevin (ILL), situated in Grenoble, France, is Europe's leading research facility for fundamental research using 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.