



Bilingual Assistant (English/French)

Permanent Position

Context

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

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

Within our Projects and Techniques Division, which is responsible for the development of the ILL's experimental stations (known as 'instruments') and for technical support, we currently have a vacancy for a **Bilingual Assistant (English/French)**.

Your tasks

Together with another assistant, you will provide administrative support for the highly technical groups and departments within the Projects and Techniques Division and will play a key role in their smooth running.

Working for several managers, you will have the following duties and responsibilities:

- Detailed minute-taking and drafting and formatting important documents in English and French
- Planning and organising meetings and events (seminars, workshops, etc.)
- Booking travel arrangements and managing expenses claims
- Providing general support for visitors (scheduling of visits and access authorisations)
- Performing routine secretarial duties
- Managing the content of department, event and project web pages
- Acting as the point of contact between members of the Division and outside parties
- Acting as the secretariat for the Workplace Health and Safety Commission (CSSCT)

Your profile

- Level 4/5 qualification in Business and Administration or an equivalent bilingual secretarial/administrative assistant diploma
- You have an excellent command of written and spoken English and French; knowledge of German would be a plus.
- At least 5 years' experience as an administrative assistant in a technical and/or scientific environment in which English is the working language.
- Proficiency in office software (in particular MS Office) and familiarity with webpage and image management tools.
- Excellent organisational and time management skills with the ability to multi-task and prioritise work
- Attention to detail and problem-solving skills
- Sound communication and interpersonal skills
- Ability to take initiative and to work both independently and as part of a team
- Ability to judge the level of precision and confidentiality required for a given task.

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 stable **permanent position** in a multicultural scientific environment.

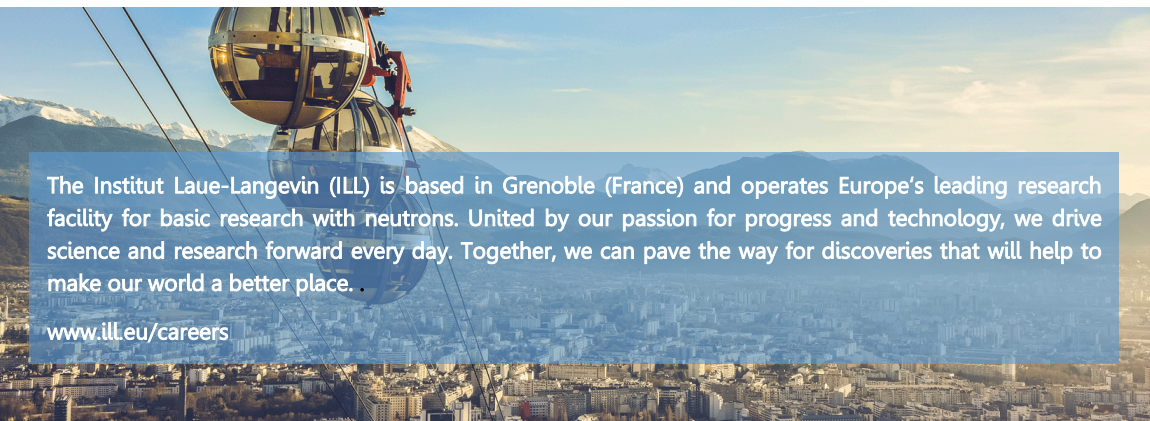


Benefits - We offer generous social benefits (expatriation allowance, excellent health cover), moving and relocation assistance (under certain conditions) and an annual productivity bonus. We also offer language courses for you and your partner and subsidies for the use of public transport and the staff 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 **19.01.2025**, quoting reference number **24/57**. Please note 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