

www.ill.eu

## VACANCY

The Institut Laue-Langevin (ILL), situated in Grenoble, France, is Europe's leading research facility for scientific research using neutrons. We welcome over 2000 visits of scientists per year to carry out world-class research.

Are you interested in joining our international institute? We currently have a vacancy for a :

### Human Resources Pay and Administration Officer (F/M)

#### Duties:

You will be expected to contribute to all the activities of the Administration and Payroll Group of the Human Resources Service in close collaboration with the other members.

This includes:

- preparing monthly salaries, social security contributions and the obligatory legal declarations,
- management of arriving and departing staff,
- management of staff absences (sickness, leave, "RTT", ...),
- management of staff time and activities (on-call duties, overtime, etc.),
- relations with the social security, supplementary health insurance and sickness and invalidity benefit authorities,
- monitoring of staff numbers, cross-charging, calculation of staff costs,
- preparation of the social statistics reports (statistical summaries, tables, end-of-year statements, etc.),
- reception and guidance to staff members in search of information,
- participation in the introduction of new management tools.

This post is situated in an open space office.

#### Qualifications and experience:

You have a 2-year post-A-level training (NVQ level 4 equivalent) and several years of professional experience in an administrative post.

You must be Human Resources Pay & Administration familiar with a good knowledge of Office Software such as Excel.

You must be rigorous and reliable in your work, and capable of discretion given the confidential nature of the data to which you will have access.

You must be interested in working with figures and modern IT tools.

You should have a capacity for teamwork and a keen sense for its benefits, together with a sense of service and an attention to the needs of others.

#### Language skills:

As an international research centre, we are particularly keen to ensure that we also attract applicants from outside France. You must have a sound knowledge of English and French. Knowledge of German would be an advantage.

#### Notes:

This post is a permanent position

#### Benefits:

Generous company benefits (expatriation allowance), relocation assistance and language courses may be offered (for more information, please consult our [employment conditions](#)).

#### How to apply:

Please submit your application on line, no later than **14.04.2019**, via our website:

[www.ill.eu/careers](http://www.ill.eu/careers) (Vacancy reference: **19/17**).

*We are committed to equal opportunity and diversity; we therefore encourage anyone with relevant qualifications to apply.*