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VACANCY

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 carry out world-class research. **Are you interested in taking up a new challenge in our international institute?**

We currently have a vacancy for an:

HR assistant (F/M)

The ILL's Recruitment and Integration Group is in charge of managing the end-to-end recruitment and integration process as well as some of the associated administrative formalities (employment contracts, amendments, etc.), in conjunction with the Personnel Administration and Payroll Group. We recruit internationally in the scientific, technical and administrative sectors.

Duties:

You will provide administrative support to the group in close collaboration with two other assistants. Your responsibilities will include:

- Posting job opportunities internationally, including on various social media sites
- Tracking applications, organising interviews, communicating with the applicants in French and English
- Preparing contracts and amendments in compliance with French labour law
- Dealing with residence formalities for non-French staff (visas, work permits)
- Welcoming newcomers
- Performing other administrative duties, including managing work-study and work placement contracts, etc.
- Providing occasional support to the head of HR's personal assistant (organisation chart, temporary staff, etc.).

Qualifications and experience:

- You have an NVQ level 4 (or equivalent) qualification in business and administration (administrative assistant) or in human resources management, together with some professional experience in the field of HR.
- You are proficient in MS Office.
- You are a team player with excellent time management and organisational skills and sound interpersonal skills.
- You are able to communicate both orally and in writing in English and in French.

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 be willing to learn French (a language course will be paid for by the ILL). Knowledge of German would be an advantage.

Notes:

12-month fixed-term contract

Position to be filled as soon as possible.

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 **05/05/2019**, via our website: www.ill.eu/fr/carrieres (vacancy reference: **19/20**).

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