



## FRANCIA - HR ASSISTANT (F/M)

1 posto

Scadenza: 5 Maggio 2019

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

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](http://www.ill.eu/fr/carrieres) (vacancy reference: 19/20) and [CC\\_eures@regione.piemonte.it](mailto:CC_eures@regione.piemonte.it)

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Per candidarsi alla singola offerta di lavoro è necessario rivolgersi ai contatti indicati. Le offerte di lavoro sono il risultato di una ricerca e filtro dell'Informagiovani.

**Il responsabile dei contenuti dell'offerta è il singolo inserzionista.**



## Francia - Mechanical Engineering Design Officer (M/F)

1 posto

Scadenza: 12 Maggio 2019

The Institut Laue-Langevin (ILL), situated in Grenoble, France, and founded by France, Germany and the United Kingdom, is Europe's leading research facility for fundamental research using neutrons. The ILL operates the brightest neutron source in the world, reliably delivering intense neutron beams to 40 unique scientific instruments. The Institute welcomes 2000 visiting scientists every year to carry out world-class research in solid-state physics, crystallography, soft matter, biology, chemistry and fundamental physics. The Projects and Techniques Division, which is responsible for the development of the ILL's instruments and for technical support, currently has a vacancy for a: Mechanical Engineering Design Officer

**Duties:** Reporting to the head of the Design Office of the Mechanical Service of the Experimental Halls, you will be responsible for the mechanical design of ILL instruments, equipment and infrastructure.

You will have the following responsibilities:

- Pre-project and project design studies for the development of new instruments, equipment and infrastructure, including the definition of input data;
- Design of mechanical assemblies: initial design, development of technical solutions, sizing, conceptual and detailed design studies, production and verification of manufacturing drawings;
- Drafting of design and manufacturing specifications, coordination of outsourced design work and manufacturing operations, involvement in assembly and test phases in liaison with the relevant ILL services;
- Performance of finite-element preliminary calculations.

### Qualifications and experience:

- You have an NVQ Level 4 or equivalent qualification (e.g. BTEC HND or bachelor's degree) in mechanical engineering and 10 to 15 years' experience of mechanical design work in a design office environment.
- You have some knowledge of the design of large vacuum chambers (tens of m<sup>3</sup>), as well as of scientific instrumentation and precision engineering (from 0.1 mm to 0.01 mm).
- You have a passion for technical challenges, a methodological approach to your work and a sense of teamwork.
- You are familiar with the use of mechanical design software (SolidWorks or equivalent) and finite element analysis software (SolidWorks Simulation Professional or equivalent).

### 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:** This is a permanent position, The successful applicant may be required to work in radiation-controlled areas.

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**Il responsabile dei contenuti dell'offerta è il singolo inserzionista.**



**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 (with CV + covering letter in PDF format), no later than 12.05.2019, via our website: <http://www.ill.eu/careers> (vacancy reference: 19/21) and CC [eures@regione.piemonte.it](mailto:eures@regione.piemonte.it)

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Per candidarsi alla singola offerta di lavoro è necessario rivolgersi ai contatti indicati. Le offerte di lavoro sono il risultato di una ricerca e filtro dell'Informagiovani.

**Il responsabile dei contenuti dell'offerta è il singolo inserzionista.**