



Extreme Light Infrastructure ERIC

Administrative Assistant

Background information and position description

Extreme Light Infrastructure

The [Extreme Light Infrastructure](#) (ELI) is the world's most advanced international laser research infrastructure. Relying on cutting-edge laser technologies delivering sources of ultra-intense high-energy particle beams and ultra-bright radiation, ELI provides scientific and industrial users with access to world-class research opportunities relevant for materials sciences, engineering, medicine, biology, chemistry, and astrophysics.

ELI is operated under the auspices of a European Research Infrastructure Consortium (ELI ERIC) seated in Dolní Břežany (Czech Republic). ELI ERIC operates two facilities located in the Czech Republic (ELI Beamlines) and Hungary (ELI-ALPS). A third facility located in Romania (ELI ERIC) is expected to join in the future.

Position Overview

ELI ERIC is searching for an Administrative Assistant to join the team of the ELI ERIC Statutory Seat located in Dolní Břežany.

The selected candidate will be responsible for supporting the Senior Officer for Governance and Office Coordinator in the day-to-day operations of the statutory seat and in the work of the governance bodies of ELI ERIC.

Responsibilities

The Administrative Assistant will be responsible for the following tasks:

- Support in the organisation of meetings of the team and governance bodies, appointments of the staff and events
- Take meeting notes and assist in follow-up activities
- Draft and distribute emails, correspondence memos, letters and forms within and outside the organisation
- Assist in the preparation of reports
- Maintain and update appropriate archiving systems, both electronic and physical
- Maintain and update contact lists
- Make travel arrangements for staff and guests
- Assist in documenting and updating office policies and procedures

- Maintain office supplies (inventory, orders, etc)
- Answer phone calls and provide support to visitors.

Reporting and Interactions

The Administrative Assistant will work under the supervision the Office Coordinator and Senior Officer for Governance.

Required skills and experience:

- At least high school diploma
- Good speaking and writing communication skills in Czech and English
- Prior experience as administrative assistant experience would be a plus
- Strong organisational skills
- Attention to detail and ability to multi-task
- Excellent interpersonal and communication skills
- Proficiency in MS Office (MS Word, Excel and PowerPoint and Adobe Acrobat).

Employment conditions

- Position is Open Until Filled.
- Term: preferably full-time employment (part-time can also be negotiated) for an initial duration of 3 years, with possible extension according to the ELI ERIC Staff Policy and Rules.
- Location: Dolní Břežany (Czech Republic), with occasional short-term travels to Szeged (Hungary)
- Salary: base salary commensurate with experience and credentials of the selected candidate.

Candidates should send a letter of interest, including a concise description of experience relevant to the position, as well as their CV to jobs@eli-laser.eu **no later than 30 April 2022.**

All enquiries/information from the candidates will be handled confidentially.

Qualified candidates will be invited to take part in interviews in May.