



Extreme Light Infrastructure ERIC

Governance administrator

Extreme Light Infrastructure

The Extreme Light Infrastructure (ELI) is the world's largest and most advanced high-power laser infrastructure and a global technology and innovation leader in high-power, high-intensity, and short-pulsed laser systems.

The Extreme Light Infrastructure ERIC (ELI ERIC) operates two facilities located in the Czech Republic (ELI Beamlines) and Hungary (ELI ALPS) and a third facility located in Romania (ELI-NP) is expected to join in the future. An ERIC (European Research Infrastructure Consortium) is a specific legal form designed for the establishment and operation of Research Infrastructures with European interest.

[ELI ERIC](#) was established in 2021 with the mission to operate the ELI facilities under a single international organisation with unified governance and management. ELI ERIC makes the ELI Facilities available to research and industry users from Europe and beyond for applications in materials sciences, engineering, medicine, biology, chemistry, and astrophysics, among others.

Position overview and Responsibilities:

The [ELI ERIC Governance](#) team is responsible for ensuring proper communications with and information of the representatives of the ELI ERIC Member States (Czech Republic, Hungary, Italy and Lithuania) and Founding Observers (Germany and Bulgaria), but also other experts involved in its statutory and advisory bodies.

The position of **Governance administrator** comprises a wide range of activities related to the preparation and organisation of the meetings of the ELI ERIC governance bodies and related events, at the ELI facilities and other locations in Europe, including:

- Daily communication with the representatives of Members and Observers and invited guests, including scheduling
- Regularly updating information on online tools set up for governance related communication
- Make traveling, catering and other organisational arrangements
- Preparation and quality control of information packages prior to meetings
- Preparation of meetings' minutes and records of decisions
- Implementation and monitoring of follow-up activities, including dissemination of information
- Preparing reports, research information and other activities

We expect you to have:

- University degree
- Proficiency in writing, speaking and editing in English
- Good knowledge of Microsoft Office (especially MS Excel, MS Word and MS PowerPoint)



- Ability to familiarise with web applications
- Team spirit combined with very good interpersonal and communication skills
- Excellent organisational skills, attention to detail and reliability
- Flexibility in terms of scheduling working hours and work within tight deadlines

The following will be considered as **an advantage**:

- Proficiency in writing and speaking Czech or Hungarian language
- Previous work experience in similar administrative and/or event management positions
- Previous work experience in international environment

We offer:

- A stimulating and diverse environment in a cutting-edge international research facility located in Dolní Břežany, just outside Prague (with good public transport connections)
- A friendly working environment in the organization with an impact on society
- Opportunity to grow and develop knowledge and skills
- Occasional traveling for meetings to facility in Szeged and other research facilities in Europe
- An attractive remuneration package suited to the candidate's education and experience
- Full-time employment
- Starting date as soon as possible

To apply please send a letter of interest, including a concise description of experience relevant to the position, as well as the CV, to jobs@eli-laser.eu.