



## Extreme Light Infrastructure ERIC

### Executive Assistant

#### Extreme Light Infrastructure

The Extreme Light Infrastructure (ELI ERIC) is the world's largest and most advanced high-power laser research infrastructure. As an international user facility dedicated to multi-disciplinary science, ELI provides access to world-class high-power, high-repetition-rate laser systems and enables cutting-edge research, as well as breakthrough technological innovations. The ELI ERIC operates as a single multi-site organisation with two complementary facilities specialised in different fields of research with extreme light: ELI Beamlines in Dolní Břežany (Czech Republic) and ELI ALPS in Szeged (Hungary).

The ELI ERIC DG's Office searches for two Executive Assistants, one directly supporting the ELI ERIC Director General and the other one to provide assistance to the ELI ERIC Management Board members.

#### What will you do:

The position of **Executive Assistant** is an administrative professional assisting the organization's executives with various tasks and responsibilities, including:

- Extensive and complex diary management of the Director General or Management Board members – internal/external meetings, conference calls, meetings logistics, business trips, occasional private tasks
- Maintaining phone and e-mail correspondence logs between Executive management team, employees, external organisations, clients
- Attending meetings to coordinate agenda, materials, and take notes
- Following up as requested with emails, calls, meetings
- Interaction with all ELI ERIC employees on behalf of the Director General or the ELI ERIC Management Board members
- Close cooperation with the Executive Assistants of ELI ERIC Management Board across the organisation
- Taking care of good cooperation with other departments
- Acting as a point of contact with third parties and associates (cleaning and security company, service and repair service providers, company car fleet supplier, etc.)
- Documents processing – drafting, execution, filing
- Supporting company meetings and events
- Any ad hoc duties, requests, and initiatives to ensure the proper workflow of the Director General's Office



**We expect you to have:**

- University degree or equivalent work experience
- Excellent organizational and problem-solving skills
- Strong communication and calendaring skills, time management
- Able to multitask and remain highly organized
- Strong attention to detail and quality mindset
- Capable of interfacing with numerous people at every level of a company
- Ability to work effectively in a dynamic environment
- Maintaining high level of discretion and confidentiality at all times
- Sustaining flexible approach to work
- Resourceful, proactive, and hard-working individual
- Working knowledge of Microsoft Office Suite, Atlassian products especially Confluence tool
- Native Czech and fluent in English

**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
- An attractive remuneration package
- 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 [michaela.kacrova@eli-laser.eu](mailto:michaela.kacrova@eli-laser.eu).*