

ELI (Extreme Light Infrastructure) Project is an integral part of the European plan to build the next generation of large research facilities. ELI-Beamlines as a cutting edge laser facility is currently being constructed in Prague, Czech Republic; its commissioning is scheduled for end of 2015. ELI will be delivering ultrashort, ultraintense laser pulses lasting typically a few femtoseconds (10-15 fs) with peak power projected to reach of up to 200 PW. It will make available time synchronized laser beams over wide range intensities for wide range of interdisciplinary applications in physics, medicine, biology, material science etc. The high laser electric field intensities of the laser pulse will be also used for generating secondary sources of e- and p+. In our team we are looking for a suitable candidate for a position:

EXECUTIVE ASSISTANT

The suitable candidate will be responsible for:

- Administrative and technical support to project management
- Organising of management diary, business meeting organisation.
- Preparation of documents for meeting, taking minutes of meeting
- Engagement with project team members to progress actions taken at or resultant from project meetings
- Coordination of business trips, arrangement of international visits, preparation and creation of meeting, events, workshops and conferences.
- Administration and archiving of documents, including management of the Project Delivery Manager's project files

Requirements:

- University education
- Excellent knowledge of English language
- At least 3 years of relevant working experience as an assistant
- Experience of working within a project environment, preferably scientific or engineering projects
- General familiarity with project management methods and terminology
- Pro-active work habits, diligence, reliability and responsibility.
- Good communications skills.
- An appreciation of and ability to work effectively within a diverse team with different cultural backgrounds and business practices
- Ability to work independently and to use self-decision-making.
- Pleasant manner and flexibility.

We offer:

- The opportunity to participate in this unique scientific project
- Career growth, professional education
- Competitive and motivating salary
- 5 weeks of holidays and other employee benefits
- Pleasant work environment

Applications should be sent to Mrs Mirka Svobodová, HR Manager (Mirka.Svobodova@eli-beams.eu +420 733 690 901). Please include the following text in your cover letter, to allow us to process your personal details:

I agree that, according to the decree 101/2000 coll.(Czech Republic), my personal details sent to FZU AV CR, v.v.i. , Na Slovance 2, 18221 Praha 8, Czech Republic can be used for the purpose of obtaining employment and management of database of employment candidates. This permission is given for the period of one year and can be at any time withdrawn by giving a notice in writing.