



2020-IPR-RI3-FGIII-014088

FG III - Administrative Assistant – Logistic Support Coordinator

<p>Position for:</p> <p>FGIII – Administrative Assistant- Logistic support</p>	<p>As the science and knowledge service of the Commission, the mission of DG Joint Research Centre is to support EU policies with independent evidence throughout the whole policy cycle.</p> <p>The JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available at: https://ec.europa.eu/jrc/</p> <p>The current vacancy is within the Logistics Unit in Ispra which is part of the Support Services Directorate and the Site Management Ispra Department.</p> <p>The mission of the Logistics Unit is to establish, co-ordinate and implement the logistics operations of the Ispra Site responding to the needs of its customers, and to efficiently manage the assets of the site.</p> <p>The vacant position is within the site services team and is focused on giving administrative support to the management of all office supplies, stationery and paper and laundry services.</p> <p>The unit is currently looking for an administrative assistant who will be the focal point and interface between customers on-site and the framework contractors. These activities require financial management in ensuring that appropriate commitments are created together with contractual management and monitoring.</p> <p>Qualifications:</p> <p>Working languages will be Italian (B2 level requested) and English (B1 level requested). The successful candidate will be integrated in a team under the supervision of a Team Leader.</p>
<p>Directorate Unit</p>	<p>Support Services Site Management Ispra - Logistics</p> <p>Further information: https://ec.europa.eu/jrc/</p>
<p>Indicative duration</p>	<p>36 months initial contract with possible renewals up to maximum 6 years</p>
<p>JRC Site</p> <p>Country</p>	<p>Ispra</p> <p>Italy</p>
<p>Rules and eligibility</p>	<p>The candidate must be on a valid EPSO reserve list for Function Group III contract staff.</p> <p>If you are not in any valid EPSO reserve list for Function</p>

Group III contract staff, you can still apply by following these steps.

You express your interest by applying to the CAST Permanent or to the permanent JRC Call for researchers.

CAST Permanent is an open-ended selection procedure to create a pool of candidates from which the institutions, bodies, offices and agencies of the European Union (EU) can recruit contract agents.

https://epso.europa.eu/documents/2240_en

Only then you can apply for this specific position, through <http://recruitment.jrc.ec.europa.eu/?type=AX>

Auxiliary contract staff:

<https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members>

Article 3b of the Conditions of Employment of Other Servants of the European Union applies: the actual period of employment within the Commission under this type of contract, including any period under renewal, shall not exceed 6 years.

Please note that in case a high number of applications is received only shortlisted candidates will be contacted.