Personal Assistant to the Science Director

ELI ALPS (https://www.eli-alps.hu/), part of the Extreme Light Infrastructure (ELI), is a world-leading research facility in Szeged, Hungary, dedicated to studying ultrashort high energy processes. As one of the three pillars of this European megaproject, ELI ALPS provides cutting-edge ultrashort light sources, including attosecond XUV and X-ray pulses for the scientific community, enabling groundbreaking research in light–matter interactions, valence and core electron science, materials science, 4D imaging, and various biomedical applications.

What you will do:
The work tasks of the Personal Assistant to be hired include but are not limited to the following:

- assisting the Science Director in daily activities
- correspondence via email and phone
- managing calendars, organizing meetings and appointments
- participating in organizing events and conferences
- keeping track of important tasks and deadlines
- compiling and preparing reports
- formatting and filing presentations and correspondence
- liaising with staff
- verbal and written communication with the partners in Hungarian and English

What we expect:

Skills and abilities:

- minimum secondary level education (A level)
- efficient and proficient written and verbal communication skills in English (C level) and in Hungarian
- discretion and trustworthiness
- flexibility and adaptability
- organizational skills and proactivity
- multitasking

- tact and diplomacy
- computer literacy (MS Office use, online event management)
- accurate, responsible performance of duties, ability to meet deadlines
- ease of communication
- ability to learn quickly

Additional preferred qualifications:

- an interest towards Natural Sciences (A level in physics or chemistry)
- typewriting
- driving licence

Job location: Hungary, Szeged

Starting date: as soon as possible

Why join us?

- **International collaborations:** Our team frequently engages in international scientific collaborations with both experimental and theoretical areas, offering excellent opportunities to expand your global network and engage in pioneering research with experts in the field.
- **Cutting-edge facility:** ELI ALPS is part of the Extreme Light Infrastructure (ELI) project, providing access to some of the most advanced research tools in the world. ELI ALPS provides cutting-edge ultrashort light sources, including attosecond XUV and X-ray pulses, for the scientific community.
- **Quality of life:** We offer very competitive salaries in regional comparison, and the city of Szeged provides pleasant living conditions.

Apply now:

If you are interested in the position, please upload your CV (including a list of publications and at least two references) and motivation letter merged into a single PDF file to our Career Site at https://www.eli-alps.hu/en/Career-1 .

Extreme Light Infrastructure ERIC / ALPS Facility / ELI-Beamlines

The Extreme Light Infrastructure (ELI ERIC) is the world's largest high-power laser research facility, offering cutting-edge lasers for groundbreaking science and innovation. Operating across two sites – ELI

Beamlines in the Czech Republic (near Prague) and ELI ALPS in Hungary (Szeged) – it employs a diverse team of experts from around the globe.

ELI Beamlines operates four advanced femtosecond laser systems, delivering unmatched intensities. These lasers drive unique X-ray and particle sources for groundbreaking research in physics, chemistry, materials, life sciences, and astrophysics.

ELI ALPS operates lasers and secondary sources to deliver ultrafast light pulses (including attosecond pulses) for pioneering research in physics, chemistry, materials and life sciences. Its advanced systems enable exploration of ultrafast electron dynamics and complex molecular processes.