

ELI-ALPS Laser Research Institute is a large-scale, high-power laser research facility established upon the initiative of the international research community within the framework of the ELI project, and primarily funded from the European Structural Funds with national co-funding. The institute's state-of-the-art laser systems as well as its light and particle sources driven by these systems make it the first civilian facility where light-material interactions can be studied at unprecedentedly high intensities. The unique research technology provides formerly unattainable experimental opportunities for the investigation of ultrafast processes, opening a doorway into new territories within physics, chemistry and materials science. The results of fundamental research conducted in the facility can have a significant impact on several fields of medical and environmental sciences, and can give momentum to important technical developments.

To foster the implementation of the above goals, we are looking to employ a

Personal assistant to the Science Director

Job duties:

- assisting the Scientific 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

Requirements:

- minimum secondary level education (A level)
- efficient and proficient written and verbal communication skills in English (C level)
- 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

Preferences:

- an interest towards Natural Sciences (A level in Physics or Chemistry)
- stenography and typewriting
- driver's licence
- ability to learn quickly

What we offer:

- competitive salary and benefit package
- pleasant working environment
- versatile tasks in a unique research institute in Hungary

Job location: Szeged

How to apply:

If you are interested in the position and you meet the requirements, please upload your details to our Career Site at <https://www.eli-alps.hu/hu/Karrier>