

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.

In December 2020, the IMPULSE Project was launched with the involvement of 15 consortium partners from 10 European countries.

The objective of the project supported by the European Union's Horizon 2020 Research and Innovation Framework Programme is the efficient, sustainable and smooth integration of the research institutes of the ELI infrastructure (ELI-ALPS, ELI Beamlines, ELI-NP), including the integration of scientific, technical and organizational capabilities.

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

## **Project assistant**

### **Job duties:**

- Comprehensive monitoring and administration of the project, compilation of statements and reports
- Administrative assistance to colleagues and managers involved in the project
- Continuous oral and written communication with the partners in Hungarian and English
- Liaising with other departments within the company
- Maintenance of project related information and documents and making them accessible to project members and stakeholders

### **Requirements:**

- Minimum ongoing tertiary education
- 2 years of work experience in a similar field
- English advanced language exam

- Computer literacy
- Accurate, responsible performance of duties, ability to meet deadlines
- Reliability, ability to work independently and as part of a team
- Solution-oriented attitude, excellent communications skills

**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>