

The Institut Curie is a major player in cancer research and treatment. Next to a hospital dedicated to cancer care, it has established an international Research Center comprising over 1000 collaborators from all over the world. Its goal is to pursue basic research to increase knowledge and apply this advance whenever possible to improve diagnosis, prognosis and cancer treatment. In the Curie Spirit, this entails innovation in a continuum from bench to bedside.

Description of the Position	<b>Chargé de mission/ manager assistant (for a research team)</b>		
Domain / Unit	Domain 2 - Unit : Nuclear Dynamics		
Unit Head	Angela TADDEI -		
Team Head	Geneviève Almouzni – head of the chromatin dynamics team		
Reporting line	Geneviève Almouzni		
Geographic Location	Research Centre – Paris – Pasteur Building		
Type of contract	CDD (Interim)	Start date and duration	ASAP – duration to determine
Core Tasks	<p>The position covers organisational support for logistics, administrative tasks, financing reporting and communication with the key stakeholders. Working to support the research team of Geneviève Almouzni, chromatin dynamics, the candidate will collaborate with the support group of the unit and its direction within the Institut Curie.</p> <p><u>Support in logistics, administrative tasks et financing reporting</u></p> <ul style="list-style-type: none"> <li>• Contracts, research funding: preparation of applications, follow up and reporting (links with funding bodies)</li> <li>• Human Resources: support for call, hiring and integration of national and international new collaborators/ hosts.</li> <li>• Missions, conferences &amp; events: logistics, communications, refunds</li> <li>• Plannings organisation : agendas, missions, meeting preparation</li> <li>• Coordination with direction of RC on Institutionnal projects.</li> </ul> <p><u>Communication /interactions, publications et reports</u></p> <ul style="list-style-type: none"> <li>• Support in Editorial work, Education and scientific publications of the team (link with Universities).</li> <li>• Follow up cases, paper submission and archive</li> <li>• Update data bases : publications, missions, contracts.</li> <li>• Support to prepare press releases, Web content (link with communication department at Institut Curie)</li> <li>• Support to prepare various activity reports (Institut Curie, CNRS, PSL, EU grants).</li> <li>• Support the team leader in evaluation and scientific expertise in France and International boards</li> <li>• Write letters, mails, documents in French and English</li> </ul> <p><u>Substitution in case of absence (emergency service)</u></p> <ul style="list-style-type: none"> <li>• Ordering (purchase order), transmission of the orders to providers, litigation management, delivery slips, invoices transmission to the accounting department.</li> <li>• Providing basic support to any team in the unit in case of emergency</li> </ul>		

Profil du candidat (compétences techniques, linguistiques ...) 	<ul style="list-style-type: none"> <li>• Organisational skills</li> <li>• Experience in team work.</li> <li>• Management of events (budget, negotiations).</li> <li>• Verbal and writing skills, editorial fluency (French and English)</li> <li>• Priority management.</li> <li>• Communication and diplomacy skills, adaptability, team spirit.</li> <li>• Proactive, sense of initiative and appetite for international challenges</li> </ul> Maitrise du Pack Office
Niveau Expérience / diplôme souhaité	<ul style="list-style-type: none"> <li>• Minimum : degree equivalent to BAC+3 (French level) or British Bachelors Degree.</li> <li>• Significant experience in organization and management in an international environment.</li> </ul>
How to apply	

*Institut Curie is an inclusive, equal opportunity employer and is dedicated to the highest standards of research integrity.*

PROJET