



Elettra Sincrotrone Trieste

Directorate Secretariat and Communication Assistant

Deadline: 2 July 2025

Ref: EA/25/18

Background

Elettra Sincrotrone Trieste is an international multidisciplinary research center operated as a user facility, featuring a 2.0/2.4 GeV, third-generation synchrotron radiation source (Elettra), a free-electron laser source (FERMI) and a variety of support laboratories. The extremely high quality of the machines and beamlines has set new performance records and has been producing results of great scientific and technological interest. In order to allow the laboratory to remain competitive in the next 20 years, an entirely new source - Elettra 2.0 - belonging to the new generation of storage rings (DLSR or Diffraction Limited Storage Ring) will be realized. The new machine is scheduled for commissioning in the second half of 2026. See <http://www.elettra.eu> for more information.

Job description

The successful candidate will support the Directorate Secretariat and the Communication Activity. Responsibilities will include managing the Directorate's agendas, coordinating the organization of meetings, including those of the corporate bodies (e.g., Board of Directors, Board of Statutory Auditors) and drafting accurate and timely minutes of such meetings.

In addition, the successful candidate will contribute to the implementation of the company communication strategy, with a specific focus on institutional communication activities. These include organization of events, conferences, workshops, media monitoring, preparation and dissemination of institutional publications, news bulletins, annual reports, and all other materials aimed at presenting the organization, its mission and values to stakeholders.

Qualifications

A Bachelor's degree is required, preferably in science or technology. At least 3 years of proven experience as a Director's Secretary is required, together with extensive experience in the organization of events, conferences, workshops, media monitoring, preparation and dissemination of institutional publications, news bulletins, annual reports. Preference will be given to candidates with experience in supporting digital communication strategies, and who have a sound understanding of a scientific research environment.

Previous experience in the same role at international research organizations and/or public scientific will be considered a plus.

Basic knowledge of procurement procedures applicable to publicly controlled companies will be considered an asset.

Excellent knowledge of Word, PowerPoint, Excel, Adobe Suite, is required. Proficiency in graphic design (Canva, Adobe Illustrator) and other software or tools (Mailchimp) related to communication activities will be considered a plus.

Excellent oral and written communication skills in English and Italian are essential; knowledge of additional languages will be considered an advantage.

Strong organizational and time management skills are expected, together with the ability of working effectively under pressure and meeting deadlines. The successful candidate will be able to interact effectively with the facility staff and international users at all levels and to work as part of a multidisciplinary team.

Determination in achieving objectives and spirit of initiative, as well as positive attitude, adaptability, confidentiality, attention to detail and a willingness to learn and ability to think creatively complete the profile.

General information

The appointment envisioned is a permanent position, subject to a three month trial period. The salary will be commensurate with previous experience and qualifications of the candidate.

Elettra - Sincrotrone Trieste S.C.p.A.

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P.IVA e C.F. IT00697920320
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PEC: sincrotrone.trieste.elettra@legalmail.it
www.elettra.eu

Iscritta al Registro delle Imprese di Trieste
Società di interesse nazionale
ai sensi dell'art. 10, comma 4,
L. 19 ottobre 1999 n. 370

CERTIFIED
MANAGEMENT SYSTEM



UNI EN ISO 9001:2015
UNI ISO 45001:2018
UNI CEI EN ISO 50001:2018



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Applications must include a complete curriculum vitae and, where possible, the contact details (including e-mail addresses) of at least three referees.

The ranking of suitable candidates resulting from this selection process may be used to fill additional positions within the following 24 months.

Interviews may be conducted via video conferencing.

Permanent employees of Elettra Sincrotrone Trieste S.C.p.A. will be excluded from the present selection procedure. Employees or former employees of any Italian Public Entity who have exercised authority over Elettra Sincrotrone Trieste S.C.p.A. or have negotiated with Elettra - Sincrotrone Trieste S.C.p.A. within the last three years, will also be excluded from the present selection procedure, in accordance with the provisions of article 21 of the Italian legislative decree no. 39/2013 and in conjunction with article 53 (subsection 16ter) of Italian legislative decree no. 165/2001.

The deadline for the submission of the application is July 2, 2025.

We thank all applicants in advance.

For more information, please contact Laura Forgiarini (email: laura.forgiarini@elettra.eu).

To apply for this position please visit the following link:

<https://www.elettra.trieste.it/it/about/careers/working-withus.html?id=4256>

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