



EIT Digital seeks Bilingual Assistant in France

We will only consider applications submitted in English (CV + motivation letter).

EIT Digital

EIT Digital is a leading European digital innovation and entrepreneurial education organisation driving Europe's digital transformation. EIT Digital delivers breakthrough digital innovations to the market and breeds entrepreneurial talent for economic growth and improved quality of life in Europe. It does this by mobilising a pan-European ecosystem of over 130 top European corporations, SMEs, start-ups, universities and research institutes; thus, bringing together students, researchers, engineers, business developers and entrepreneurs in Co-Location Centres (CLC) in Berlin, Budapest, Eindhoven, Helsinki, London, Madrid, Paris, Stockholm, Trento, and in its hub in Silicon Valley.

Find out more about EIT Digital from <https://www.eitdigital.eu>.

The role

The Node Assistant/Secretary provides assistance to the EIT Digital Node Team in order to facilitate the processes around the Paris Node and the Colocation Centre management. He/she provides efficient and effective administrative support to the Node team and, where required, the EIT Digital activities, thus and helping to keep the local organisation operations running smoothly.

The Node Assistant/Secretary reports to the Node Director.

Key tasks

The Node Assistant/Secretary is responsible for a variety of tasks, including:

- Office support:
 - Reception of visitors and security arrangements
 - Manage the correspondence of the Node from/to the stakeholders of the EIT Digital Node
 - Handle phone calls
 - Manage logistics and contracts
 - Create and maintain registries and archives (both physical and digital) of contracts and documents
 - Provide support for the purchasing of products and services for the CLC and the staff (e.g. office supplies, laptops, phone subscriptions)
 - Plan appointments
- Meeting and event support:
 - Arrange room reservations
 - Manage the agenda and compile hand-outs
 - Support the CLC manager in the organization of internal and (occasional) external events
 - Handles event-related bookings and reservations
 - Presence and support during event execution

Qualifications

- Proven experience as assistant or other similar position
- Experience in performance and operations management
- Proficient in MS Office and software
- The candidate must be organized, proactive, service-oriented, capable of multi-tasking, and motivated to drive continuous improvement based on sound analysis.
- BSc/BA in business administration or related field; MSc/MA is an asset
- Fully bilingual (written/spoken/reading) French and English

Location

The place of employment is the EIT Digital France at the Paris CLC in the 13th arr.

Languages

- Fluent in English and in French with excellent verbal and written communication skills
- Knowledge of any of the following languages: German, Swedish, Finnish, Dutch, Italian, Spanish, or Hungarian is a merit.

Development opportunities

Getting exposed to a multinational and disciplined work environment and contributing to a growing and recognised organisation, working in an entrepreneurial and integrated fashion with education, innovation, research centres and business partners.

Contact

Bruno Le Dantec, Paris Node director, Bruno.Le_dantec@eitdigital.eu

ASAP

To Apply: Please mail a C.V. and cover letter in English, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity to Assistant_France@eitdigital.eu.

Applications should be submitted before June 18, 2017.