

EIT Digital seeks Senior HR Manager

Applications should be submitted by March 31, 2017

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.

EIT Digital is an equal opportunity employer.

Place of employment

The EIT Digital Headquarters in Brussels.

The Position

The purpose of this job is to support EIT Digital management in all HR-related matters for all EIT Digital Legal Entities, including the recruitment, on-boarding, performance evaluation, career development and to manage the operational HR processes (labour agreements, payroll, etc.).

The Senior HR Manager will report directly to the COO of EIT Digital and work closely together with the C-Level management as well as with the EIT Digital Node Directors.

The position will require regular travel to EIT Digital locations.

Key Responsibilities

- Development, deployment, dissemination and management of the HR policies and procedures across EIT Digital.
- Management of the execution of recruitments, evaluations, and other HR related matters thereby supporting the EIT Digital management.
- Development and maintenance of the overall personnel function and salary grid in agreement with the C-level management.
- Support the management in goal setting, performance evaluation, as well as career development processes.
- Manage the HR-related interaction with the HR, legal and financial contractors of EIT Digital

Qualifications

- At least 10 years of experience as a Senior HR Manager in Industry
- Experience in an international, intercultural setting on a European scale
- Academic qualification and working level
- Hands-on mentality, effective in execution, and team worker

KPIs

- Timely and effective development and deployment of HR policies
- Efficient execution of recruitments, performance evaluations, and other HR processes
- Efficient and cost-effective management of external HR, legal and financial contractors of EIT Digital

Languages

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

Constant Smits, COO EIT Digital; cms@eitdigital.eu

Starting Date

As Soon As Possible

To Apply: Please mail a C.V. and motivation letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity to head_hr@eitdigital.eu. Applications without a motivation letter will not be considered.

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