EIT Digital is seeking for a Post-Master Recruitment Coordinator

About us

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 150 top European corporations, SMEs, start-ups, universities and research institutes. As a Knowledge and Innovation Community of the European Institute of Innovation and Technology, EIT Digital is focused on entrepreneurship and is at the forefront of integrating education, research and business by bringing together students, researchers, engineers, business developers and entrepreneurs. This is done in our pan-European network of Co-Location Centres in Berlin, Eindhoven, Helsinki, London, Paris, Stockholm, Trento, as well as in Budapest and Madrid. We also have a hub in Silicon Valley. For more information, visit www.eitdigital.eu.

EIT Digital is an equal opportunity employer and values diversity.

The Post-Master Positions

Post-Master positions are aimed at further strengthening our Master School graduates' innovation and entrepreneurship capacities by involving them in our ecosystem of Innovation Activities. Post-masters work on activities in the context of the EIT Digital Innovation activity portfolio within key innovation areas (Action Lines). The work includes all stages and parts of the innovation process as technology and business model development. The intention of the position is to contribute to the Post-Master's personal entrepreneurship development.

The Master School

EIT Digital currently run eight 2-years Master programmes in partnership with 20 top-European technical universities. The programmes cover the full range of digital competencies required in the on-going and future digital transformation of industry and society.

EIT Digital trademark is to integrate innovation and entrepreneurship skills with the technical major studies to create T-shaped engineers.

The Role

Every year, number of positions are opened for EIT Digital Master School graduates across Europe.

We are looking for a professional with a background in human resources to coordinate recruitment, placement, tracking and evaluation activities for the Post-Master positions.

The position relates to an accountability for post-master positions and individual KPIs.

Main Responsibilities

- Manage day-to-day operations of the full cycle for the Post-Master positions
- Implement effective selection and onboarding processes for the Post-Master in accordance with EIT Digital standard
- Coordinate operational processes with the Human Resources all involved functions
- Support local advertisement and recruitment

Qualifications

- Post Graduate, minimum MSc in relevant field
- 5+ years' experience in recruitment, relocation or human resources related function

Experience and Skills

- Experience in a similar human resources role
- Sound understanding of human resources, legal and financial aspects
- Proven coordination and project management skills in similar role
- Self-starter with operational excellence focus and hands-on mentality
- Problem solver with excellent communication skills

International travel

Occasional travel between the EIT Digital nodes (Berlin, Eindhoven, Helsinki, Paris, Stockholm, London, Trento, Budapest and Madrid) to be expected.

Place of Employment

EIT Digital Headquarters in Brussels,

Reporting to EIT Digital Master School Head.

Languages

- Fluent English
- Knowledge of any of the languages Dutch, Finnish, French, German, Hungarian, Italian, Spanish and Swedish is a merit.

To apply

Please mail a resume and motivation letter to pm_recruitcoordinator@eitdigital.eu, outlining how your skills and experience meet the qualifications of the position.
Applications without a motivation letter will not be considered.

Applications should be submitted until 5pm Wednesday October 31, 2018.