

EIT Digital seeks Bilingual Assistant in Hungary

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 140 top European corporations, SMEs, start-ups, universities and research institutes; 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 Hungary operates from its Co-Location Centre in Budapest. The Hungarian partnership consists of ten partners, comprising universities, R&D institutes and commercial companies. The Hungarian Node is especially active in the Innovation areas Digital Infrastructure and Digital Finance and hosts business developers from the EIT Digital Accelerator. In the Education area the Node participates in the Master and Doctoral Schools.

EIT Digital is an equal opportunity employer

The Position

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

The Node Assistant reports to the Node Director. The position is full-time and will be based in Budapest, Hungary.

Responsibilities

The Node Assistant 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) Hungarian and English

Languages

- Fluent in English with excellent verbal and written communication skills
- Knowledge of Hungarian is essential
- Knowledge of any of the following languages German, Swedish, French, Italian, Dutch, Finnish, 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: László Gulyás, Node Director Hungary – laszlo.gulyas@eitdigital.eu

Starting Date: ASAP

To Apply: Please send a Curriculum Vitae and a Cover Letter by e-mail, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity to recruitment_assistant_hungary@eitdigital.eu

Applications without a motivation letter will not be considered. Due to the large amount of applications we normally receive, we will only be able to follow up with shortlisted candidates.

Applications should be submitted by February 11, 2018.

