

## EIT Digital is seeking for an Operations support

### 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.

EIT Digital is an equal opportunity employer.

### EIT Digital Accelerator

The EIT Digital Accelerator supports European digital ventures to scale up their business in Europe and beyond. Our goal is to accelerate the growth of promising digital technology start-ups and scaleups by helping them secure target customers and raise capital.

### The Role

For the operational support related to its Innovation and Entrepreneurship Area, EIT Digital is looking for a highly motivated professional who is able to work effectively in complex and dynamic multiparty environments. The main purpose of this position is to support the EIT Digital Accelerator and a team of around 40+ team members located in 10 countries. This international team is contracting and accelerating fast growing European mature start-ups throughout Europe and US by providing access to market and access to finance.

### Main Responsibilities

- Contracting support
  - Orchestrating, planning and preparing the scaleup admission processes with teams and Scaleup CEOs
  - Contracting and eSigning process management
  - Invoicing support
- Operations
  - Day to day operations supporting the team management
  - Secretary of the weekly Accelerator team meetings (writing minutes, action items)
  - Improving, documenting and communicating the Accelerator processes
  - Organizing and managing the efficient implementation of online tools
  - Keeping various calendars up to date. e.g.: events, holiday, scouting, meetings
  - Planning and organization of face to face team meetings in Europe
- Administration
  - Budget editing and administration

**Qualifications**

- BSc or MSc in Science, Technology, Engineering or Mathematics (STEM)
- Minimum of 3+ year's relevant experience

**Experience and Skills**

- The candidate must be extremely organised, detailed-oriented, proactive, service-oriented, DIY mindset and capable of multi-tasking.
- Process oriented with operational excellence ways of work
- Strong IT skills; excellent knowledge of Microsoft Office Products, especially Excel and potentially PowerBI; experience in data collection, analytics and visualization
- Excellent verbal and written communication skills and ability to adapt to a variety of pan-European stakeholders (Corporations, Universities, Research Centres as well as EIT Digital management and staff)
- Ability to embrace a dynamic work environment and accustomed to performing under pressure
- Proactive attitude and high level of personal commitment to duties, timelines and deadlines

**Reporting to:** Head of Innovation and Education Operations

**Languages**

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

**Place of Employment**

- EIT Digital Headquarters in Brussels, Belgium.
- Prepared to travel regularly in EIT Digital Co – Location Centre

**Other information**

Please note this is a fixed-term contract for 12 months


**To apply**

Please mail a resume and motivation letter to [operations\\_support@eitdigital.eu](mailto:operations_support@eitdigital.eu), outlining how your skills and experience meet the qualifications of the position.

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 before 5pm Thursday 12 April 2018.***

For further information please visit our website [eitdigital.eu](http://eitdigital.eu)

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