

EIT Digital is seeking the Paris Co-Location Centre Manager

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.

The Role

The Co - Location Centre (CLC) Manager has the overall responsibility for the Paris Co - Location Centre, which means the CLC operations, including administrative/financial, reporting and logistical aspects. The CLC Manager takes the lead in making the CLC a lively and vibrant environment, fostering Education/Research/Business integration and multidisciplinary team cross - pollination, in order to stimulate entrepreneurship in innovation and education. The CLC Manager is also responsible for supporting Node-specific activities and EIT Digital Action Line activities in a collaborative manner with the Node Director and the EIT Digital Action Line Leaders.

Main Responsibilities

- Overall operational responsibility of the CLC and its resources
- Align Co - Location policy and support to the EIT Digital strategy and activities
- Engage in the Node Team activities (e.g. CLC internal meetings)
- Facilitate the on - boarding of EIT Digital employees and welcoming of short/long - term visitors
- Planning and management of office spaces and relevant logistic aspects for the CLC (e.g. contracts for rent, refurbishment and IT infrastructures)
- Provide organisational and operational support for the EIT Digital Node and Action Line activities, events and workshops at the CLC, such as Innovation Days, Innovation and Accelerator Initiatives, Education Activities (e.g. Doctoral Training Centres, Summer Schools, Master School Activities, Professional School Activities), Post - Master activities, Call for Proposals related activities
- Provide support to EIT Digital events in the Node external to the CLC

- Collaborate with the other EIT Digital CLC Managers across Europe, including sharing of best practices

Qualifications

- Post Graduate, STEM preferred or related field
- Minimum of 10+ year's relevant experience; work experience across organisations and/or work experience in an international organisation is a plus

Experience and Skills

- Experience of managing a team/coordinating with internal and external stakeholders
- Sound understanding of administrative processes, financial and legal matters; experience of administration in EU - funded activities is a plus
- Outstanding organisational skills, including logistic aspects
- Experience in events planning, organisation and execution
- Aptitude in problem-solving
- Hands-on with entrepreneurial mindset

Reporting to: Node Director

Languages

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

Place of employment

EIT Digital Paris Node - France

To apply

Please mail a resume and motivation letter to clcmanager_fr@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 Friday 22 June 2018.

For further information please visit our website eitdigital.eu

