



The EIT Community seeks EIT House Management Assistant

About us

The European Institute of Innovation and Technology (EIT) has been set up in 2008 with the mission to contribute to the competitiveness of Europe, its sustainable economic growth and job creation by promoting and strengthening synergies and cooperation among businesses, education institutions and research organizations and to create favorable environments for creative thoughts, to enable world-class innovation and entrepreneurship to thrive in Europe. The EIT is an integral part of Horizon 2020, the EU's Framework Program for Research and Innovation.

The EIT fulfils its mission through the Knowledge and Innovation Communities (KICs). Currently there are six KICs addressing the following societal challenges: digital transformation (EIT Digital), climate change (Climate-KIC), energy (EIT InnoEnergy), health (EIT Health), raw materials (EIT RawMaterials) and food (EIT Food).

The EIT House in Brussels

The EIT and the KICs have jointly created the EIT House in Brussels in 2017 to enhance their positioning efforts and increase their visibility, e.g. by disseminating success stories, fostering dialogues and by practically contributing to European policy agendas.

The EIT House is a dedicated space for all six KICs and the EIT to host events, meetings and exhibitions. The EIT House is also used as a temporary working space for the KICs and their Partners.

Responsibilities

The EIT Community is looking for a highly motivated and experienced Office Administrator to ensure a smooth and optimal usage of the EIT House in Brussels in line with their objectives.

Main tasks include:

- Anticipate and manage space usage requests
- Understand the requirements of specific events and propose pro-actively solutions with attention for detail, time and financial constraints
- Coordinate and support the organization of events organized by one or several KICs and provide assistance (planning, room reservation, preparation of rooms/exhibition space, catering, etc)
- Research vendors and choose best combination of quality and cost
- Negotiate and manage relationship with suppliers (insurances, catering, office supplies, cleaning company, etc)
- Manage event operations (prepare venue, support with the administrative tasks)
- Oversee events as they take place and act quickly to resolve problems
- Evaluate event's success and submit reports
- Basic procurement, accountancy, invoicing, follow up
- Support Policy Working Group meetings by taking minutes, sharing documents, planning meetings, following up on Action Items
- Anticipate and manage space usage requests



- Maintaining the office equipment and supplies (printer, printing room, fax, kitchen, water, coffee etc.)
- Other administrative tasks upon request

Qualifications, Experience and Skills

- Minimum 6 years of experience as office manager
- Associate degree required, Bachelor's degree preferred
- Strong organizational and communication skills
- IT skills (MS Office Suite, Video Conferencing and audio-visual systems)
- Flexibility and ability to adapt to changing requirements and situations
- Autonomy in finding solutions to practical problems, proactive attitude with ability to work with minimal supervision
- Cooperative and well-mannered, team player, flexible
- Ability to work in a multicultural environment; previous experience in an international/European environment is an asset
- Ability to interact with different kind of interlocutors (from KICs teams to high-level professionals);
- Excellent level of English, good command of French; good command of another European language is an asset
- Experience with innovation policies and basic knowledge of European affairs are also preferred assets.

Location

EIT House in Brussels, Belgium

The employment relationship will be held with EIT Digital

Contact for further information: Federico Menna, Head of EIT Digital Innovation & Education Operations, federico.menna@eitdigital.eu

Language Skills

Excellent command of English and French is required
Knowledge of any other European language is a merit

To apply

Please email your C.V. and a motivation letter to: eit_house_mgt_ass@eitdigital.eu, outlining how your skills and experience meet the requirements listed above.

Applications that do not include both a resume and a motivation letter will not be considered.

Applications should be submitted until 5pm Tuesday August 21, 2018