

## EIT Digital seeks a Node Assistant for its Madrid node

### 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 200 top European corporations, SMEs, startups, 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, Budapest, Eindhoven, Helsinki, London, Madrid, Paris, Stockholm and Trento. We also have a hub in Silicon Valley. For more information, visit [www.eitdigital.eu](http://www.eitdigital.eu)

EIT Digital is an equal opportunity employer and values diversity.

### The Role

The Node Assistant provides assistance to the EIT Digital Node team in order to facilitate the processes around the Node and the Co-Location Centre management. S/He 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.

### Main Responsibilities

The Node Assistant is responsible for a variety of tasks, including:

Office Management 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 (i.e. office supplies, laptops, phone subscriptions)
- Plan appointments

Meetings and Events 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**

- BSc/BA in business administration or related field as a requirement, MSc/MA is an asset
- Minimum of 5+ year's relevant experience; experience working in fast paced environment and/or in an international organisation is a plus

#### **Experience and Skills**

- Proficient in MS Office and relevant software
- The candidate must be organized, proactive, service-oriented, capable of multi-tasking, and motivated to drive continuous improvement based on sound analysis.

#### **Reporting to the Node Director**

#### **Languages**

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

#### **Place of employment**

EIT Digital node in Madrid (Spain)

#### **To apply**

Please send a resume and motivation letter by e-mail to [node\\_assistant\\_es@eitdigital.eu](mailto:node_assistant_es@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 by 5pm Friday 10 May 2019**

