

EIT Digital seeks an Office Administrator for its Satellite office in Edinburgh, Scotland (UK)

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, 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, Budapest, Eindhoven, Helsinki, London, Madrid, Paris, Stockholm and Trento. We also have a hub in Silicon Valley. For more information, visit www.eitdigital.eu.

EIT Digital is an equal opportunity employer and values diversity. To build a digital world that works for everyone it is vital that we have diverse range of skills, knowledge and experience in the sector. Therefore, we welcome applications from anyone who meets the below criteria and encourage applications from women, ethnic minorities, disabled people and other underrepresented groups.

The Role

The Satellite Office Administrator has responsibility for the Scottish Satellite Office located in Edinburgh, including the design and delivery of a rich and relevant program of events for the Scottish ecosystem, the overall utilisation of the Satellite and all logistical, administrative and reporting aspects. The Satellite Office Administrator takes the lead in making the Satellite a lively and vibrant environment which fosters engagement with EIT Digital's programs by stakeholders from across Scotland and maximises beneficial outcomes.

Main Responsibilities

- Overall operational responsibility for the Satellite Office and its resources.
- Align the activities of the Satellite to EIT Digital's strategy and the needs of Scottish stakeholders.
- Devise and deliver an ongoing program of events and activities in Scotland which promote EIT Digital's programs and pan-European ecosystem.
- Coordinate closely with the London CLC and other CLCs to maximum the pan-European participation of Scottish entities.
- Planning and management of the office space and relevant logistic aspects for the Satellite Office (e.g. IT infrastructure).
- Facilitate the welcoming of short/long- term visitors to the Satellite Office.
- Collaborate with the other Nodes and Satellites across Europe and share best practices.

Qualifications

- Bachelor or Master's degree in Marketing or STEM preferred.

Minimum of 10+ years' relevant experience; work experience across organisations and/or work experience in an international organisation is a plus.

Experience and Skills

- Good communication and delegation skills with experience of coordinating a team and with stakeholders
- Sound understanding of administrative processes, financial and legal matters; experience of administration in EU-funded activities would be desirable but is not necessary to apply for the role.
- Outstanding organisational skills, including logistic aspects.
- Experience in events planning, organisation and execution.
- Good knowledge of the Scottish digital ecosystem and the surrounding group of public sector stakeholders.
- Aptitude in problem-solving.
- Hands-on with an entrepreneurial mind set.

Languages

- Fluent in English with excellent verbal and written communication skills
- Knowledge of any of the languages German, French, Spanish, Swedish, Finnish, Dutch, Italian or Hungarian is desirable but not necessary to apply for the role

Place of employment EIT Digital Satellite in Edinburgh; Bayes Centre, University of Edinburgh
Applicant needs to be prepared to travel to London and the other European Co-Location Centres

Reporting to Edinburgh Satellite Office Manager

To apply

Please mail a resume and motivation letter to satellite_admin_uk@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 before 5pm Friday 17 May 2019.

