EIT Digital seeks a Node Assistant for its Co-Location Centre in Helsinki

EIT Digital

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.

EIT Digital is an equal opportunity employer and values diversity. To build a strong digital Europe 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 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. The Node Assistant provides efficient and effective administrative support to the Node team, and helping to make the Node a lively and vibrant environment which fosters engagement with EIT Digital's programs by stakeholders from across Finland and maximises beneficial outcomes

Main Responsibilities

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

Office Management support:
- Reception of visitors and security arrangements
- Manage logistics, procurement activities and contracts
- Create and maintain document archives
- Provide support for the purchasing of products and services
- Plan appointments

Meetings and Events support:
- Arrange meetings
- Support in the organization of internal and (occasional) external events
- Handle event-related bookings and reservations
- Facilitate the welcoming of visitors

- Presence and support during event execution

Programmes support:
- Assist in practical matters regarding the local execution of EIT Digital programmes
- Assist in matchmaking initiatives

Qualifications
- BSc/BA in business administration or related field; 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

The candidate must be proactive, service-oriented, capable of multi-tasking, and motivated to drive continuous improvement based on sound analysis
- Proficient in MS Office and relevant software
- Experience in events planning, organisation and execution.
- Outstanding organisational skills, including logistic aspects
- Good communication skills
- Sound understanding of administrative processes
- Aptitude in problem-solving.

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.

Reporting to: Node Director

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 a merit

Place of employment

EIT Digital Helsinki Node in Espoo, Finland

To apply

Please mail a resume and motivation letter to **node_assistant_fi@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 until 5pm Tuesday 28 May 2019