

Node Assistant Finland

About the Node Assistant

The Node Assistant provides support to the EIT Digital Node team in order to facilitate the processes around the Node and the Co-Location Centre management. The Node Assistant is accountable for efficient and effective administrative support to the Node Director in helping to make the Node a lively and vibrant environment which fosters engagement with EIT Digital's programs by stakeholders from across Finland and maximizes beneficial outcomes.

The Node Assistant reports to the Node Director.

About the Role

Office Management

- 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

Meetings and Events

- Support in the organization of meetings, internal and-external events
- Handle event-related bookings and reservations
- Facilitate the welcoming of visitors
- Participate and provide support during the events

Programs support

- Assist in practical matters regarding the local execution of EIT Digital programs
- Assist in matchmaking initiatives
- Assist in coordination of local ecosystems

Qualifications and Experience

- BSc/BA in business administration or related field; MSc/MA is an asset.
- Minimum of 5+ years of relevant experience. Sound understanding of administrative processes. Experience in events planning, organisation and execution, marketing experience is a plus.
- Experience working in fast paced environment and/or in an international organisation is highly desirable.
- The candidate is to be proactive, service-oriented, capable of multi-tasking, and motivated to drive continuous improvement based on sound analysis.
- Good communication and outstanding organisational skills, including logistic. Proficient in MS Office tools and application.

Languages: Fluent in English and Finnish with excellent verbal and written communication skills. Knowledge of any additional European languages is a merit.

Place of employment: EIT Digital Helsinki Node in Espoo, Finland

About EIT Digital

EIT Digital is a leading European digital innovation and entrepreneurial education organisation supporting the creation of a strong digital Europe.

EIT Digital is focused on building and scaling ventures, and on breeding and up-skilling talents to equip them with both digital and entrepreneurial skills. It does this by mobilising a pan-European ecosystem of over 300 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 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, and other underrepresented groups.

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 before 5pm on Friday 30th October 2020, CET