

Innovation Communities are designed as pan-European partnerships that bring together business, research centres and universities with the aim to tackle major societal challenges in areas with high innovation potential. To find out more about please visit www.eit.europa.eu

The European Institute of Innovation and Technology (EIT) has recently launched the building of the Innovation Community Manufacturing. EIT Manufacturing's mission is to bring European manufacturing actors together in innovation ecosystems that add unique value to European products, processes, services – and inspire the creation of globally competitive and sustainable manufacturing.

EIT Manufacturing now invites applications for the position of

Assistant to Operations Team – EIT Manufacturing

Full-time position at EIT Manufacturing HQ in Paris-Saclay

About the position

The position is about assisting the EIT Manufacturing Operations team.

Key Accountabilities

- Support the team of Operations of EIT Manufacturing
 - Coordination of team planning, via the coordination of tasks among the team members
 - Coordination of the intranet, acting as the main contact point for documentation sources
 - Organize, update and maintain relevant information, forms, records and data for the team
 - Support the process of onboarding the Partners and the contractualisation part
 - Act as referent for administrative tasks (classify, organize relevant documentations)
- Contribute to HQ Office daily life
 - Support people in their request to access documents, and follow the right process
 - Support in preparing team events on occasional basis
 - Ensure that all office equipment at HQ is available on time (IT equipment, furniture)

Qualifications and experience

- Minimum of 3 years experience as Operational Assistant in an international organisation
- Willingness and ability to go beyond the assistant role into an operational coordinator

Skills and expertise:

- Adhere to the best standards and processes in executing team assistant functions
- Process-oriented with attention to details and ability to best combine analytical thinking with creativity
- Outstanding communication skills verbally and in writing. Excellent command of the English and French language is mandatory. Additional European languages a plus
- Well developed organizational skills and willingness to improve the organisation through novel ideas and solutions
- A team player who understands the importance of team work in an international environment
- Independent and trustworthy
- Organized, proactive, service-oriented, capable of multi-tasking
- Good command of MS Office

What we offer:

- A growing international environment with the opportunity to structure and improve the whole process of Operations
- Our working language is English

Location

The role location will be Palaiseau (France). Remote work is allowed 2 days a week.

Reporting

The HQ Assistant of Operations will report to the COO of EIT Manufacturing.

Equal opportunities

EIT Manufacturing applies a policy of equal opportunities and accepts applications without discrimination on any grounds.

Protection of personal data

Applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data".

Application

A complete application should consist of (i) a full curriculum vitae, (ii) a covering letter describing briefly how you meet the criteria outlined and your vision for the role and (iii) be sent via e-mail to: hr.hq@eitmanufacturing.eu with subject "EIT Manufacturing Assistant to Operations Team".

The application should be written in English and please note that only complete applications will be evaluated.

Closing date is **30 November 2021**.

For further information, please contact hr.hq@eitmanufacturing.eu

Participate in this exciting journey and send us your application now!