

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, please visit www.eit.europa.eu

The European Institute of Innovation and Technology (EIT) recently launched the creation 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. www.eitmanufacturing.eu

The pan-European EIT Manufacturing KIC is headquartered in Paris, France and its partnership brings together change makers in all relevant sectors and fields of manufacturing. EIT Manufacturing is well positioned to achieve the maximum impact on the challenges outlined in the EIT Manufacturing Strategic Agenda. The highly committed partnership will conceive, develop, evaluate and adopt new market-oriented approaches to innovation. It is structured around six Co-Location Centres (CLCs), i.e., in Vienna, Gothenburg, San Sebastian, Darmstadt, Milan and Athens. The six locations of the CLCs have been selected based on the capacity of the CLCs to leverage synergies and the potential to have a structural impact in the determined regions. The CLC Legal Entities will be owned by EIT Manufacturing ASBL a non-profit organization according to French law.

EIT Manufacturing now invites applications for the position of

Office Manager

Full-time position at EIT Manufacturing in Co-Location Center South East (Athens, Greece)

About the position

EIT Manufacturing CLC South East is looking for a highly motivated and experienced Office Manager to support the EIT Manufacturing South East Director and the local CLC team towards maintaining and developing the EIT Manufacturing organization and implementing its multi-annual strategy.

The CLC South East is an integral part of the governance of EIT Manufacturing, a Knowledge and Innovation Community (KIC) and fosters connectivity with local ecosystems through the provision of physical spaces for interaction. It initiates, hosts and implements the various KIC's activities and provides a platform for discussion of innovative ideas. The CLC South East identifies and builds new possibilities to further substantiate the KIC's long-term sustainability and are actively involved in helping to secure funding for Innovation, Education and Business Creation activities. The CLC South East also identifies and exploits promising opportunities for cross-CLC activities.

Key Accountabilities

- Support the EIT Manufacturing CLC South East Director and the local team of EIT Manufacturing CLC South East in its daily operations:
 - Organize meetings (prepare agenda, take minutes, follow up on action items),
 - Maintain calendars, including tracking and follow-up of internal and external meetings,
 - Gather, assemble, update and maintain contact information, forms, records, and data,
 - Organize and manage relevant databases,

- Manage day-to-day reports using Microsoft office,
- Communicate and collaborate regularly with the colleagues in the EIT Manufacturing Headquarters and the other Co-Location Centers (CLCs) to complete assignments and maximize the effectiveness and efficiency of the organization
- Coordinate domestic and international travel arrangements for meetings and conferences,
- Adhere to the best standards and processes in executing office manager functions,
- Spot risks and impediments and support local CLC team to remove them,
- Support the internal procedures between the EIT Manufacturing headquarters and EIT Manufacturing CLC South East
- Support in compiling the multi-annual Business plan of EIT Manufacturing
- Support in compiling the annual Cost and Performance Report of EIT Manufacturing CLC South East
- Negotiate and manage relationship with suppliers (insurances, catering, office supplies, cleaning company, etc.),
- Research vendors and choose best combination based on the internal procurement policy.

Qualifications

- Associate degree required, Bachelor's degree preferred,
- 3-5 years of experience in a similar position,
- IT skills: MS Office Suite, Video Conferencing and audio-visual systems,
- Experience in project management (and relevant tools),
- Knowledge of financial rules of Horizon Europe and of the European Institute of Innovation and Technology (EIT) will be considered as a strong plus,
- Experience on Human Resources and/or accounting related activities will be considered as a strong plus.

Skills and expertise:

- Process-oriented with attention to detail and ability to best combine analytical thinking with creativity,
- Outstanding communication skills, verbally and in writing. Excellent command of the English and Greek language is mandatory. Additional European languages are considered as a plus,
- Strong organizational skills and willingness to excel the organization with novel ideas and solutions,
- Motivated to drive continuous improvement based on sound analysis,
- A team player who understands the importance of teamwork in an international environment,
- Independent, autonomous in finding solutions to practical problems and trustworthy,
- Organized, proactive, service-oriented, capable of multi-tasking.

What we offer:

- Start-up mindset, fast and flat processes, straight internal communication, low hierarchies and autonomy
- Familiar atmosphere within a dynamic team at modern and well-located office facilities
- Our working language is English

Location

The main role location will be at EIT Manufacturing Co-location Center South East, in Athens (Greece) with the possibility of traveling for meetings or events taking place at the Headquarters or at the partners and other stakeholders' facilities and locations (EU).

Reporting

The CLC South East Office Manager will report to the CLC South East Director and will be accountable for KPIs related to the CLC operational activities.

Equal opportunities

EIT Manufacturing values diversity and applies a policy of equal opportunities welcoming applications without discrimination on any grounds. Candidates considering that their interests have been prejudiced in the selection process by a particular decision may request a review of or launch an appeal against the decision adversely affecting them.

Selection Committee

A Selection Committee will be appointed to carry out the evaluation of applications submitted. Please note that the Selection Committee's internal proceedings are strictly confidential.

Protection of personal data

Candidates' personal data are processed as required by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). For more information, please check the privacy statement on recruitment available [Privacy Notice](#).

Application

A complete application should consist of **(i)** a full Curriculum Vitae, **(ii)** a Cover Letter describing briefly how you meet the criteria outlined and your vision for the role and **(iii)** to be sent via e-mail to: southeast@eitmanufacturing.eu with the subject "EIT Manufacturing South East - Office Manager".

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

Closing date is **7th of February, 2023**.

For further information, please contact southeast@eitmanufacturing.eu

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