

EIT Innovation Communities are designed as pan-European partnerships that bring together businesses, research centers and universities with the aim of tackling 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) has launched in 2019 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. www.eitmanufacturing.eu

EIT Manufacturing now invites applications for the position of

Junior Project Manager Austria (m/f/d)

Full-time position at EIT Manufacturing East GmbH in Vienna (Austria)

About the Co-Location-Center (CLC) East

The CLCs East is an integral part of the Knowledge and Innovation Centers (KIC's) governance 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 the discussion of innovative ideas. The CLC East identifies and builds new possibilities to further substantiate the KIC's long-term sustainability and is actively involved in helping to secure funding for Innovation, Education and Business Creation activities. The CLC East also identifies and exploits promising opportunities for cross-CLC activities.

About the position

As Junior Project Manager Austria you will support the successful establishment of an Austrian Innovation Lab located in Vienna. Your aim is improving the interconnection of local, national and international organizations regarding Innovation and Manufacturing in Austria. This task involves organizing, coordinating and executing the defined work packages together with the project team and especially with external partners. Communication with management and various stakeholders is a key activity within this role.

Key Accountabilities

Assistance to Senior Project Manager with:

- Developing and executing the project plan, working with regional stakeholders and the local team, with a focus on innovation transfer and strengthening of the community
- Managing partnerships with high-level stakeholders from Austrian industrial companies and public organizations
- Collaborating with project partners to design programs and tools to connect Austrian SMEs and Start-ups with the EIT Manufacturing Community
- Identifying opportunities for new innovation projects and open innovation partnerships
- Supporting the development of industrial case studies and best practice testimonials to support know-how transfer on European level

- Conducting studies to identify hurdles for hardware and manufacturing start-ups and develop solutions together with our project partners
- Co-organizing Innovation and Cooperation events

Qualifications:

- Bachelor's or master's or equivalent in engineering with strong business acumen
- A minimum previous working experience of 2 years
- Experience in high-tech and manufacturing sector as well as with the startup ecosystem and innovation transfer is a plus

Skills and expertise:

- Creative problem solving
- Analytical thinking
- Basic finance skills and project controlling
- Excellent organizational skills & ability to meet deadlines
- Strong team spirit, Proactiveness, Autonomy and Trustworthiness
- Excellent command of the English and the German language is mandatory. Additional European languages are a plus
- Outstanding written, oral and presentation skills in English and German
- Willingness to travel

What we offer:

- A dynamic, pro-active, and multicultural working environment in a growing international firm
- A company and Management Team that gives you the opportunity to develop your skills and knowledge
- Regular internal trainings to stay at the top in our core business
- Fast processes, straight internal communication, low hierarchies, and freedom to operate
- Family atmosphere within a dynamic team at modern and well-located office facilities
- Technical equipment (Laptop, iPhone etc.)
- "Job ticket" for public transportation within Vienna
- Sodexo meal bonus
- Guided On-Boarding Program
- Home Office policy
- Minimum annual gross salary of € 35.000, -

Location

The role location will be at EIT Manufacturing Co-location Center East, in Vienna (Austria) with the possibility of traveling for meetings or events taking place at the partners and other stakeholders' facilities and locations. Ideally, the candidate should already be living in Vienna, no relocation package is foreseen.

Reporting

The Junior Project Manager will report to the Managing Director of the Co-Location Center East and the Senior Project Management Austria.

Equal opportunities

EIT Manufacturing values diversity and applies policies of equal opportunities. We welcome applications without discrimination, on any grounds. Candidates considering their interests having been prejudiced by a decision in a selection process 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

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:

- a full curriculum vitae,
- a covering letter describing briefly how you meet the criteria outlined and your vision for the role

The application should be sent via e-mail to: hr.east@eitmanufacturing.eu with the subject "EIT Manufacturing Project Manager Austria Co-Location Center East".

The application should be written in English.
Only complete applications will be evaluated.

Closing date is **06 December 2022**.

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

Please join us on this exciting journey. Send us your application now!