

EIT 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](http://www.eit.europa.eu)

The European Institute of Innovation and Technology (EIT) 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. [www.eitmanufacturing.eu](http://www.eitmanufacturing.eu)

EIT Manufacturing now invites applications for the position of

## Administration & logistic support Intern – EIT Manufacturing (CLC South)

Full-time position at the EIT Manufacturing CLC South in Milan, Italy

### About the position

Reporting to the Office Manager and Communication Manager, you will be responsible for supporting administrative and communication tasks, as well as providing logistic support for instance in relation to events organisation.

### Mission and key Accountabilities:

#### ADMINISTRATION TASKS

- Providing assistance regarding organisational and logistical aspects (e.g. e-mail correspondence, calls)
- Support to reporting/documenting key EIT Manufacturing activities
- Support before and during administrative/financial audits
- Budget planning/control
- Data collection (e.g. presence timesheets, validation of expenses, preparation of inventories, minute taking of team meetings, etc.)

#### COMMUNICATION AND EVENTS TASKS

- Assist in planning and delivering events (hybrid, digital and in-presence)
- Support with the implementation of the communication plan
- Contribute to and draft relevant EIT Manufacturing reports
- Preparation of visual presentation materials
- Support the stakeholders engagement/management

### Requirements:

- Bachelor's degree (e.g. Economics, Business or Marketing)
- Fluent in English and Italian; knowledge of Italian language is a must
- Good knowledge of Microsoft Office tools (e.g. Excel)

- Community management expertise
- Familiarity and presence already in the Milan ecosystem is a plus

**Skills:**

- You are analytical and detail oriented
- You have a proven ability for connecting with people
- You combine strong communication and listening skills
- Excellent communication skills both orally and in writing
- You have a strong sense of ownership with proven record of delivering results
- You are proactive, independent and trustworthy
- You respect timelines and deadlines
- Team player able to engage with employees with different backgrounds and culture
- You enjoy working in matrix-organisations and multinational teams

**Experience**

- No experience needed but it is a plus

**We offer:**

- Minimum 6 months (and up to 1 year) remunerated internship contract
- A start-up mindset, fast and flat processes, straight internal communication, low hierarchies, and freedom to operate
- A friendly and international atmosphere within a dynamic team at modern and well-located office facilities
- Lunch tickets provided daily

**Location**

The role location will be at EIT Manufacturing South office in Milan (Italy), according to a hybrid work policy.

**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. Shortlisted candidates may be invited for an interview at EIT Manufacturing. Candidates may be asked to provide proof of qualifications, background, skills, and experiences by providing relevant documents.

**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**

The application should consist of a Curriculum Vitae (in English or Italian language) and should be sent via e-mail to: [clcsouth@eitmanufacturing.eu](mailto:clcsouth@eitmanufacturing.eu) with subject header “**EIT Manufacturing Admin Intern**”.

Closing date is **31 January 2023**.

Only shortlisted candidates will be contacted.

For further information, please contact: [clcsouth@eitmanufacturing.eu](mailto:clcsouth@eitmanufacturing.eu)

**Join us on this exciting journey. Send us your application now!**