

Project Assistant - Communication m/w/d

Full-time position at EIT Manufacturing East in Vienna

WHO WE ARE

EIT Manufacturing was established in 2019 with a vision that global manufacturing will continue to be led by Europe. To reach this ambitious goal, EIT Manufacturing translates scientific advances into marketable innovations and connects fragmented networks into thriving ecosystems. Ultimately, faster innovation can improve everyday life, help meet Europe's climate goals, and ensure that its workforce is ready for tomorrow's challenges.

www.eitmanufacturing.eu

WHERE ARE WE LOCATED?

EIT Manufacturing's Co-Location Centers (CLCs) are strategically located to link regions with high levels of manufacturing activity and advanced technology.

EIT Manufacturing is headquartered in Paris and has six Co-Location Centers in Darmstadt (Central), Vienna (East), Gothenburg (North), Milan (South), Athens (South East) and San Sebastian (West).

This position

The role will be located 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.

ABOUT THE POSITION

The Project Assistant Communication will support the Communication Manager and project teams in implementing all communication and dissemination activities on national and international level, including project communication. This includes the development of strategic communication plans and campaigns for different stakeholders as well as the implementation and management of diverse communication tools, channels, activities, materials, and events according to the brand guidelines.

WHAT WE OFFER

- A dynamic, proactive, 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 Programme
- Minimum annual gross salary of € 35.000, -

WHAT WE EXPECT

- Bachelor's degree or equivalent in a relevant field e.g. marketing, communications, public relations, journalism or equivalent work experience
- Previous experience in implementing and managing content management systems (preferably Wordpress)
- Excellent organizational skills & ability to meet deadlines
- Outstanding written, oral and presentation skills in German and English is mandatory
- Strong team spirit, proactiveness, autonomy and trustworthiness
- Experience in using and managing social media channels effectively
- Previous experience of media relations
- Willingness to travel within Austria and Europe
- Previous Experience in high-tech and manufacturing sector as well as with the startup ecosystem and innovation transfer is a plus

How to Apply

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 Assistant
Communication Vienna"

Only complete applications will be evaluated.

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.