

Application deadline: 15 January 2020

Executive Assistant / Office Manager (m/f)

ABOUT EIT URBAN MOBILITY:

The website of EIT Urban Mobility is <https://www.eiturbanmobility.eu>

EIT Urban Mobility, supported by the European Institute of Innovation and Technology (EIT), acts to accelerate positive change on mobility to make urban spaces more liveable.

EIT Urban Mobility is an initiative of the European Institute of Innovation and Technology (EIT). Since January 2019 we have been working to encourage positive changes in the way people move around cities in order to make them more liveable places. We aim to become the largest European initiative transforming urban mobility. Co-funding of up to € 400 million (2020-2026) from the EIT, a body of the European Union, will help make this happen.



*We create systemic solutions that will **move more people around the city more efficiently and free up public space.***



*We bring **all key players in urban mobility together** to avoid fragmentation and achieve more.*



*We **engage cities and citizens** from the word go, giving them the opportunity to become true agents of change.*

In order to support the vision of creating more liveable urban spaces, EIT Urban Mobility is looking to hire an **Executive Assistant** to perform a variety of administrative tasks and support our company's CEO, COO and senior-level managers. He/she will work closely with the management team and staff, organizing and coordinating administration and procedures for the Barcelona office of EIT Urban Mobility.

MAIN DUTIES AND RESPONSIBILITIES:

Reporting to the Chief Executive Officer (CEO) and Chief Operating Officer (COO), the **Executive Assistant**'s responsibilities include managing calendars, making travel arrangements and preparing expense reports. To be successful in this role, you should be well-organized, have great time management skills and be able to act without guidance. Ultimately, you will contribute to the efficiency of our business by providing personalized and timely support to the CEO, COO and the executive members.

Tasks may include but are not limited to:

- liaising with clients, suppliers and other staff.
- organizing and attending meetings and helping the CEO/COO to prepare for meetings and presentations;
- arranging travel, visas and accommodation and, occasionally, travelling with the manager to prepare and organize meetings, take minutes or provide general assistance during presentations;
- dealing with incoming inquiries, requests and other correspondence, distributing and handling them corresponding on behalf of the CEO and COO when appropriate;
- meeting and greeting visitors at all levels of seniority; make presentations
- organizing and maintaining CEO/COO schedules, calendars and appointments;
- at certain, times carrying out specific projects, background research and presenting findings; producing documents, briefing papers, reports and presentations
- organizing the office operations and procedures for the Barcelona office
- carrying out the planning and execution of equipment procurement, layouts and office systems
- managing relationships with vendors, service providers and landlord(s), ensuring that all items are invoiced and paid on time
- organizing maintenance, mailing, shipping, supplies, equipment, bills and errands
- implementing intra-office communication protocols, streamlining administrative procedures, inventory control, office staff supervision and task delegation

KEY SKILLS AND EXPERIENCE:

Skills

- Energetic professional who doesn't mind wearing multiple hats.
- Experienced in handling a wide range of administrative and executive support related tasks
- Able to work independently with little or no supervision
- Well organized, flexible and enjoys the administrative challenges of supporting an office of diverse people

- Proficient in using modern Information and Communication technologies, MS Office, especially Outlook, Word, Powerpoint
- Excellent MS Office knowledge. and proven experience in using online communication tools (e.g. GoToMeeting, Zoom, Webex).
- Excellent English in speech and writing
- Strong interpersonal skills in dealing with all levels of management internally and externally
- Discretion and confidentiality
- KIC experience or experience in working in a multi-national European initiative is a plus

Character Requirements

- Strong organizational skills, is able to **multitask and balance competing priorities** in a dynamic environment.
- Professional manner with high level contacts, **handles confidential information with discretion** and demonstrate diplomacy and excellent judgment in dealing with sensitive situation
- **Entrepreneurial**, takes ownership, and embraces new challenges
- A **team player**, capable of engaging with employees from different backgrounds and cultures
- Enjoys working in a **fast-paced, start-up** type organization.

ELIGIBILITY:

General Conditions

By the closing date of this call candidates must:

- be a national of an EU Member State or an EFTA state¹;
- enjoy their full rights as citizens²;
- have fulfilled any obligations imposed by national laws concerning military service;
- meet the character requirements for the duties involved.

Education

Candidates are required to have:

- A level of education which corresponds to completed university studies of at least Bachelor's degree and 3-5 years of equivalent professional experience.
- PA diploma or certification is a plus
- Fluent in English. Spanish a significant plus.

Only qualifications issued by an EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

JOB AND CONTRACT TYPE:

Full-time and of unlimited duration

LOCATION:

- Employee will be based in Barcelona (Spain).
- Minor travel is expected (5-8 times per year).

APPLICATION PROCESS:

¹ EFTA countries are Norway, Iceland and Liechtenstein as defined by as defined in Article 2 of the EEA agreement.

² Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.

EIT Urban Mobility is an equal opportunity employer and values diversity. To build a strong digital Europe that works for everyone it is vital that we have diverse range of skills, knowledge and experience in the sector. Therefore, we welcome applications from anyone who meets the below criteria and encourage applications from women, ethnic minorities, and other underrepresented groups.

To apply for this position, please send a full application form consisting of a letter of motivation and a current curriculum vitae to recruitment@eiturbanmobility.eu

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Data Protection Disclaimer

Your personal data will be handled with utmost care. Please note that your details will be shared with external parties supporting in the selection and review process. However, data will not be shared beyond these parties. Should you have any questions about Data Protection, please email office@eiturbanmobility.eu.