

Application deadline: 12 April 2020

Admin & Communications Assistant / Office Manager (x 3 posts) (m/f)

Locations: Innovation Hub offices North (Copenhagen, DK), East (Prague, CZ), West (Helmond, NL)

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.

	<p><i>We create systemic solutions that will move more people around the city more efficiently and free up public space.</i></p>
	<p><i>We bring all key players in urban mobility together to avoid fragmentation and achieve more.</i></p>
	<p><i>We engage cities and citizens from the word go, giving them the opportunity to become true agents of change.</i></p>

In order to support the vision of creating more liveable urban spaces, EIT Urban Mobility is opening a call for applications for 3 posts of **Administrative & Communications Assistant / Office Manager** – to be lo-



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cated in our regional Innovation Hub offices of Copenhagen, Prague and Helmond respectively. The Admin & Communications Assistant/Office manager will be responsible for the continuing development a specific Innovation Hub community in one of the three locations.

MAIN DUTIES AND RESPONSIBILITIES:

The **Admin & Communications Assistant/Office manager** will report to the Hub Director and be the back-office anchor for the 5-10 staff we are poised to develop into over the next few years. The primary focus will be to take responsibility in managing the day-to-day operations of the regional Innovation Hub office from the start, light administrative tasks, event management logistics and external / internal communications. The jobholder should be able to take up operational tasks from the beginning to establish the physical office which needs to be set up.

In the daily activities, the most important focus will be the people of and around the Innovation Hub office functions. The jobholder thrives at multitasking, knowhow to balance between different tasks, and it falls him/her naturally to take initiatives for making the Innovation Hub's working environment better every day.

The Admin & Communications Assistant/Office manager will manage many different kinds of tasks, such as ensuring the office is operational and equipped, preparing documents, meetings and fulfill administrative tasks to support the Hub Director and the team, taking a supervised lead in organizing events and internal/external communications to the Hub's partners and stakeholders.

The jobholder is in charge of organising and connecting the Hub office, ensuring everything runs correctly and proactively, developing tasks and operations within his/her domain, working closely with the Innovation Hub Director, team colleagues and administrative functions at the Headquarters in Barcelona, Spain. S/he will also have regular (online) meetings with the Head of Communications and Stakeholder Relations to ensure brand coherence of EIT Urban Mobility throughout all Innovation Hubs. S/he is the go-to person for the colleagues, building a relationship with everyone. S/he welcomes (international) partners and representatives, colleagues, applicants and other stakeholders who will visit the Innovation Hub office. S/he is able to implement and take ownership of operational procedures which s/he aligns in close cooperation with the Headquarters of EIT Urban Mobility in Barcelona, Spain. Limited travel within the Hub region may occur.

Tasks and responsibilities include, a.o.:

- Administration of the respective Innovation Hub office and general administrative tasks, such as mail processing, procurement of office supplies, etc.;
- Support the Innovation Hub in close alignment with the EIT Urban Mobility Headquarters in Barcelona and external service providers;
- Keep financial records updated, prepare reports and reconciling bank statements;
- Act as contact person for service providers and suppliers;



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- Procure goods and services that are necessary for the implementation of the Innovation Hub's activities (e.g. event catering, travel organization) in line with EIT Urban Mobility procurement and travel policies;
- Prepare and coordinate meetings with team colleagues, partners, and colleagues from the EIT Urban Mobility Headquarters and other Innovation Hubs;
- Support the preparation and compilation of meeting documents and presentations;
- Organise local events (before, during and after) and develop related reports;
- Produce promotional materials and ensure their alignment with the EIT Urban Mobility communication guidelines, in close cooperation with the Head of Communications and Stakeholder Relations at the Headquarters.

KEY SKILLS:

- Demonstrated experience (min. 5 years) in a similar role;
- Strong communication and administrative skills, including planning and execution of assigned tasks;
- Fluent in English (verbally and written). Additional proficiency in Danish/Czech/Dutch or other relevant language;
- Extensive knowledge in Microsoft office, including Microsoft Teams;
- Trustworthy (handle confidential and financial information), accurate;
- Team player who can also work independently;
- Stress resistant, pro-active and hands-on;
- Excellent problem-solving and communication skills;
- A positive and 'can-do' mindset;
- Experience in a fast-moving, innovative, and sometimes ambiguous environment;
- Experience in developing communication material;
- Experience on managing events and event logistics.

ELIGIBILITY:

General Conditions

Nationality: be a national of an EU Member State or an EFTA state¹.

Citizenship obligations: enjoy their full rights as citizens² and any military service obligations.

Education

Education: Professional certificate (up to Bachelor's degree) in administration, office management, communications, event management and/or similar³.

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.

³ Only qualifications issued by an EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted



Languages: Written and spoken English (C1) and one additional relevant Hub community language (DK/CZ/NL preferred).

Essential qualifications

Sector Experience: 5 years of relevant working background from technical, engineering and/or innovation organisations, preferably in an international environment.

Operational Experience: Proven experience with office and executive secretary tasks. Good ICT skills required.

JOB AND CONTRACT TYPE

Full-time and of unlimited duration. For the right candidate a minimum of a 3 days working week may be offered.

LOCATION

- One **Admin & Communications Assistant/Office manager** will be employed in one of the three Innovation Hub offices based in Copenhagen, Prague or Helmond;
- No relocation expenses will be offered;
- Limited travel expected (2-3 per year), mostly regional.

APPLICATION PROCESS

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 above criteria and encourage applications from women, ethnic minorities, and other underrepresented groups.

To apply for this position, please download the [application template](#) from the EIT Urban Mobility website. Complete the four elements of the application:

- 1) Personal **Contact Details**
- 2) An **eligibility** checklist;
- 3) A **Cover Letter** demonstrating how you match the skills defined in the job description – examples should be given;
- 4) A **curriculum vitae**.

Follow the naming process detailed below: -

Format: Save your completed application form in **one single file** in either PDF or Word format.



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- File name:** Name the file according to the model “*EIT_OM_last name_first name*”. For example, Joanna Smith would name the file, *EIT_OM_Smith_Joanna*.
- Email title:** In the email subject title ensure you specify the preferred location. The subject field should read “*LOCATION_Office_Manager_Application*”. For example, an application the Prague post would read *PRAGUE_Office_Manager_Application*.
- Send to:** Send your completed application to: recruitment@eiturbanmobility.eu

Deadline for Applications: 12 April 2020

Data Protection Disclaimer

Your personal data will be handled with utmost care by the EIT KIC URBAN MOBILITY, S.L. or its subsidiaries, as responsible. The aim for collecting this data is for the recruitment of the offered positions. We will process your personal data following your consent made by applying to such job offer. This will allow us:

- to enable you to submit your CV to apply for specific jobs;
- to match your details with the job vacancies and to eventually contact you;
- to retain your details and notify you about future job opportunities similar to the specific role for which you have contacted us;
- to answer your enquiries.

Please note that your details may be shared with external parties supporting in the selection and review process. However, data will not be shared beyond these parties. We will keep your personal data only for as long as necessary. Should you have any questions about Data Protection or you want to exercise your rights (access, correction, erasure, object or restrict processing, data portability, and any other relevant right), please send an email to recruitment@eiturbanmobility.eu.



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