




Application deadline: 7 October 2021

Administrative Internship

ABOUT EIT URBAN MOBILITY

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.

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

MAIN DUTIES

The **Administrative Intern reports** to the Head of Programme Management Operation.

Tasks

Daily tasks:

- Process partners registration on EIT UM IT system (Plaza).

- Update partners' information on EIT UM partner management system (Podio).
- Checking general mailboxes and managing replies.

General tasks:

- Assist Innovation Hubs with Podio and Signaturit (electronic signature tool) doubts and questions (create and share guidelines and videos when necessary).
- Participate in the data standardization on partner management system (Podio) – updating partner records based on latest data.
- Support the communication with partner on legal processes, signatures, Calls, ...
- Assist in drafting and sending comfort letters to partners drafting the emails, preparing the mail merge and sending out to partners.
- Support partner's legal document signature process, template editing, communicating with partners.
- Support partner's legal document hard copies processing.
- Assist in update EIT UM IT system (Plaza) guideline on registration process (for internal use), create new guidelines based on requests.

KEY SKILLS

Experience and Key skills

- Motivation to work in fast-moving, innovative, and sometimes ambiguous environments.
- Team player who can work independently.
- Organized and structured, pro-active and hands-on.
- A positive and 'can-do' mindset.

ELIGIBILITY

General Conditions:

By the closing date of this call candidates must:

- be a national of an EU Member State or have a working permit valid to work in the country of the job location;
- enjoy their full rights as citizens;
- meet the character requirements for the duties involved.

Education:

- Master's Degree in Business administration or similar.
- Excellent written and spoken English (C1).
- Proficiency in Spanish is an asset.

JOB AND CONTRACT TYPE

- Internship contract (6 month to 1 year).
- 1450 € monthly gross salary.

LOCATION

- The work location will be Barcelona.
- Possibility to homework a few days a week.

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 internship, please send a full application form consisting of a letter of motivation highlighting how your skills or experience matches the internship requirements and a current curriculum vitae to internship@eiturbanmobility.eu
- Save the files as “Administrative Internship - First Name Last Name” *in PDF format*.
- Subject of the email: Administrative Internship

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Data Protection Disclaimer

Your personal data will be processed with utmost care by the EIT KIC URBAN MOBILITY, S.L. or its subsidiaries.

The said processing will allow us to manage the recruitment of the offered positions, and more specifically:

- 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.

You can exercise your data protection rights, writing to recruitment@eiturbanmobility.eu.

You may find further information in the full GDPR Compliance privacy note for applicants available [here](#).