




Application deadline: 11 February 2022

Procurement and Administration Assistant

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 AND RESPONSIBILITIES

Main tasks of the **Procurement and Administration Assistant** will be:

- Help preparing and coordinating different procurement processes in close collaboration with the members of the organization.
- Ensure the compliance of Procurement processes.
- Support with audit preparations CFS audits & Statutory audits

- Carry out accounting closing (e.g. review of invoicing and expenditures, consolidations, reconciliations).
- Contribute to the implementation and administration of management tools.
- Other ad-hoc projects

KEY SKILLS AND EXPERIENCE

- 2 to 3 years' experience working in a Finance department on Finance administration and procurement.
- Has experience on public procurement in Europe.
- Experience working in an international and matrix organization.
- Is an expert in using Office tools such as Excel, Word and PowerPoint.
- Able to drive transparency and simplicity in complex administrative and business process.
- A team player who understands the importance of the teamwork in an international, challenging, and ambitious environment.
- Organized, proactive, hands-on.
- Independent and trustworthy.
- Outstanding communications skills, verbally and in writing.
- Fluent in English and Spanish. Another EU language is a plus.

ELIGIBILITY

General Conditions:

By the closing date of this call candidates must:

- be a national of an EU Member State or an EFTA state¹; Or have a work permit to work in Spain.
- enjoy their full rights as citizens²;
- meet the character requirements for the duties involved.

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.

Education

- Bachelor's Degree³ in finance or accounting.

JOB AND CONTRACT TYPE

- Spanish permanent and full-time contract.
- Immediate start.

LOCATION

- Barcelona in our headquarters.
- No relocation expenses are assigned.

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 EIT Urban Mobility website. Complete the four elements of the application:

- 1) Personal **contact details**;
- 2) An **essential criteria** 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.
File name: Name the file according to the model "*last name_first name – EITUM_Procurement&Administration Assistant*". For example, Joanna Smith would name the file, *Smith_Joanna EITUM_Procurement&Administration Assistant_*.

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.

Email title: The subject field should read "Procurement & Administration Assistant. *HR066-2021*".

Send to: Send your completed application to: recruitment@eiturbanmobility.eu.

Deadline for Applications: 11 February 2022

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](#).