

Application deadline: 26 October 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 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>

ABOUT THE JOB

We are looking for an Administration and Procurement Assistant, who will support the Administration and Procurement Officer in the day by day tasks.

The **Administration and Procurement Assistant** is part of the Finance Team. He/she will report directly to the Administration and Procurement Officer.

Main tasks will be:

- Carry out accounting checks (e.g. review of invoicing and expenditures, consolidations, reconciliations).
- Close collaboration with audit preparations.
- Contribute to the implementation and administration of management tools.
- Support the Prepare and coordinate different procurement processes in close collaboration with the members of the organization.
- Ensure the compliance of Procurement process with the EIT UM procurement policy and process.
- Other ad-hoc projects

The position will be based in **Barcelona**.

The job is a **permanent and full-time position**.

No relocation expenses are assigned.

THE PERSON WE ARE LOOKING FOR

We put a high value on your individual qualities, and we are looking for someone who strives for making a difference together with other people.

An ideal candidate will strive to generate positive environmental and social impact in line with EIT Urban Mobility's mission. We are looking for individuals with a "can do" attitude, who are passionate about disseminating knowledge, know-how, good practices and lessons learnt.

The ideal candidate:

- At least 1-3 years of experience in administration
- 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.
- Demonstrate experience on public procurement in Europe.
- Expert user of software tools such as Office tools, especially Excel, Word and Power Point.

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 Spain;
- enjoy their full rights as citizens;

EDUCATION

- Bachelor's Degree¹ in finance or accounting or similar.
- Written and spoken English (C1) and one additional European language is an advantage.
- Expertise in public procurement will be a plus.

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 ethnic minorities, and other underrepresented groups.

¹ Only qualifications issued by an EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

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 **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 PDF format.
File name: Name the file according to the model “*EITUM_first name_last name*”. For example, Joanna Smith would name the file, *EITUM_Joanna_Smith*.
Email title: The subject field should read “*Procurement and Administration Assistant. HR66-2022*”.
Send to: Send your completed application to: recruitment@eiturbanmobility.eu.

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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](#).