

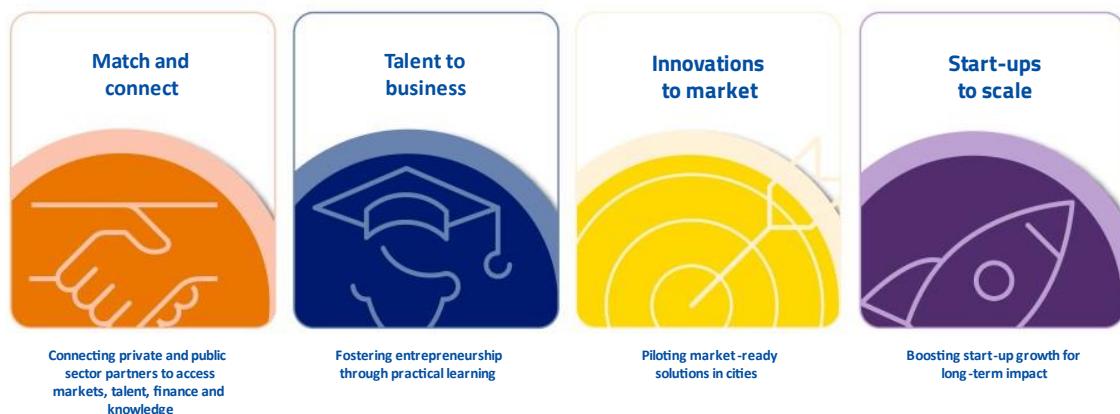
Application deadline: 6 April 2023

Partner Onboarding Assistant

Who are we?

EIT Urban Mobility is an initiative of the European Institute of Innovation and Technology (EIT), a body of the European Union and Europe's largest network for transport innovation in cities.

Our mission is to accelerate change towards a sustainable model of urban mobility and liveable urban spaces. We connect public and private actors and provide them with access to markets, talent, finance, and knowledge in four ways:



Using cities as living labs, our industry, research and university partners will demonstrate how new technologies can work to solve real problems in real cities by transporting people, goods and waste in smarter ways.

Join our team and be part of the change!

Be part of a team where you will:

Be responsible to support the management and coordination of the Cross-KIC project “Onboarding of Partners” (task carried out by an external supplier consortium), lasting initially 2 years and with the

possibility of extending to additional years. The Partner Onboarding Assistant will be responsible to support the coordination of the internal (other departments) and external (KICs, supplier companies) stakeholder involved for the execution of the task.

The main tasks will be:

- Supporting the supplier consortium in setting the “Partners Onboarding Service”.
- Supporting the supplier consortium for a smooth implementation of the internally assigned tasks.
- Internal coordination of the partnership onboarding.
- Supporting the cross-check of the information from the monthly reports provided by the supplier consortium aimed at initiating the payments.
- Supporting the organisation of Cross-KIC-EIT meetings in case decisions on the partner validation is needed.

What you will bring along the way:

An ideal candidate would 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.

Must-Haves:

- A level of education which corresponds to completed university studies **OR** three years of equivalent professional experience.
- Experience of project portfolio management and project/programme operations.
- Excellent command of written and spoken English (C1).
- Command of Microsoft Excel, including pivot tables.
- Proven capability to work with IT tools to efficiently capture and analyse large amounts of data.
- A team player attitude and comprehension of the importance of teamwork in an international, challenging, and ambitious environment.
- International experience, especially working with European matrix organizations.
- Detail-oriented, organized, proactive and independent character.
- Trustworthiness.

Nice to have:

- Any additional European language other than English C1.
- Ability to use Power BI.

What's in it for you:

- Work in an international environment with a company culture focused on empowerment, thriving and continuous growth.
- Strike the right Work-life balance: On top of the flexible hours and remote working options and facilities, you will be granted 27 days of paid time-off to rest and re-energize.
- A yearly training catalogue to support your career development.
- A tax benefit powered by Cobee, allowing you to save up to 47% of your personal income tax.
- A Private health insurance.
- Work in a modern, flexible and collaborative workspace with 360 views of Barcelona, located in the iconic Torre Glòries.

Kindly note that this position is based in **Barcelona**.

This is a **permanent and full-time position**, with possibility to homework up to 2 days a week.

No relocation expenses are granted.

APPLICATION PROCESS

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;

To apply for this position, please download the [application template](#) from EIT Urban Mobility's 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 "*first_name_last_name - EITUM_FirstName_LastName*". For example, Joanna Smith would name the file, *EITUM_Joanna_Smith*".
- Email title:** The subject field should read "Partner Onboarding Assistant. *HR154-2023*".
- Send to:** Send your completed application to: recruitment@eiturbanmobility.eu.

Deadline for Applications: 6 April 2023

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

AT EIT Urban Mobility, we value and celebrate diversity in every aspect of life and believe that everyone deserves an equal chance to succeed.

Here we value your talents, skills and experiences, and do not discriminate on any basis –whether it be disabilities or other special needs, gender reassignment, sexual orientation, ethnicity, religion or belief, age, language, political affiliation, property, marital status or any other irrelevant factor.

We are committed to creating an inclusive and supportive work environment where everyone can feel comfortable and thrive.

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](#).