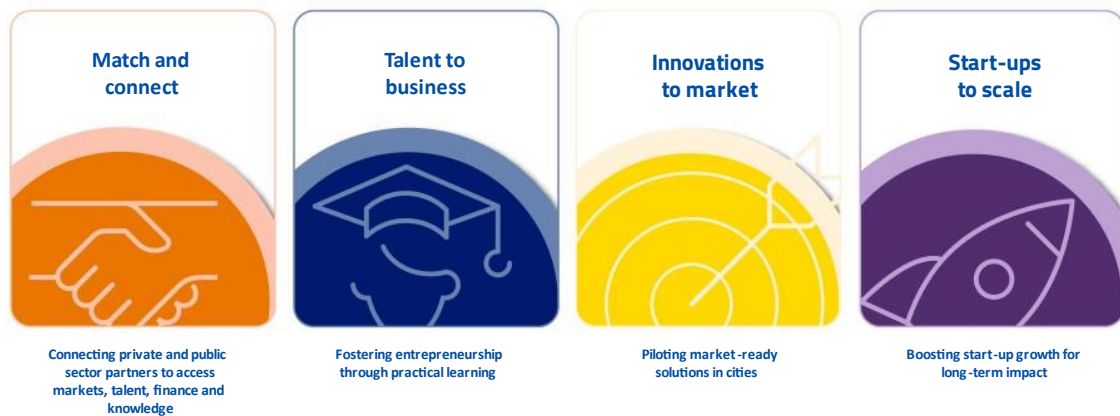


# Administrative Internship (PMO)

## 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:

- Update partners' information on EIT UM partner management system (Podio).
- Checking general mailboxes and managing replies.
- Assist Innovation Hubs with Podio and Signaturit (electronic signature tool), doubts and questions, create and share guidelines and videos when necessary.
- Assist in drafting and sending comfort letters to partners (drafting emails, preparing mail merge and sending out to partners).
- Support partner's legal document signature process, template editing, communicating with partners.

- Assist in updating the EIT UM IT system (Plaza) guideline on registration process (for internal use) and creating new guidelines based on requests.

## 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:

- Bachelor's or Master's degree in business administration or similar.
- Excellent written and spoken English (C1).
- 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.

### Nice-to-have:

- Proficiency in Spanish is an asset.
- Any other EU languages are a plus.

## What's in it for you:

- Internship of 6 months initially with possible extension of up to 1 year in total.
- 1450 € monthly gross salary.
- Work in an international environment with a company culture focused on empowerment, thriving and continuous growth.
- Work in a modern, flexible and collaborative workspace with 360 views of Barcelona, located in the iconic Torre Glòries.
- Possibility to homework 2 days per week.

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

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 do an internship in Spain;
- Have completed a bachelor's or master's degree in Spain less than 2 years ago.
- Enjoy their full rights as citizens;

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](mailto:internship@eiturbanmobility.eu).

Save the files as “PMO Administrative Intern - First Name Last Name” in PDF format.

Subject of the email: PMO Administrative intern.

**Deadline for Applications: 26 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](mailto:recruitment@eiturbanmobility.eu).

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