

Business Creation Assistant m/w/d

Full-time position at EIT Manufacturing East in Vienna

WHO WE ARE

EIT Manufacturing was established in 2019 with a vision that global manufacturing will continue to be led by Europe. To reach this ambitious goal, EIT Manufacturing translates scientific advances into marketable innovations and connects fragmented networks into thriving ecosystems. Ultimately, faster innovation can improve everyday life, help meet Europe's climate goals, and ensure that its workforce is ready for tomorrow's challenges.

www.eitmanufacturing.eu

WHERE ARE WE LOCATED?

EIT Manufacturing's Co-Location Centers (CLCs) are strategically located to link regions with high levels of manufacturing activity and advanced technology.

EIT Manufacturing is headquartered in Paris and has six Co-Location Centers in Darmstadt (Central), Vienna (East), Gothenburg (North), Milan (South), Athens (South East) and San Sebastian (West).

This position

The role will be located at EIT Manufacturing Co-Location Center East, in Vienna (Austria) with the possibility of traveling for meetings or events taking place at the partners' and other stakeholders' facilities and locations.

How to Apply

A complete application should consist of:

- a full curriculum vitae,
- a covering letter describing briefly how you meet the criteria outlined and your vision for the role

The application should be sent via e-mail to:

hr.east@eitmanufacturing.eu
with the subject "EIT Manufacturing Business Creation Assistant"

Only complete applications will be evaluated.

APPLICATION DEADLINE IS 15 APRIL 2023

ABOUT THE POSITION

The Business Creation Assistant will support the Business Creation Managers in both their strategic and operational activities.

The role will include the following responsibilities:

- Engagement with startup ecosystems of the countries Austria, Czechia, Hungary, Slovakia, Slovenia, Serbia and Croatia
- Performance of short thematic studies and market researches
- Assist in the administration and mentoring of manufacturing startups that may work with or for EIT Manufacturing's partners and clients
- Support in the maintenance of our startup database "Startup Flow"; analysis, evaluation and preparation of data and support in deriving strategic roadmaps
- Assist in the creation of business creation relevant materials such as PowerPoint presentations, flyers, brochures, etc.
- Support in the organization and execution of cross-network events for our portfolio startups, members, customers or partners

WHAT WE OFFER

- A dynamic, proactive, and multicultural working environment in a growing international firm
- A company and Management Team that gives you the opportunity to develop your skills and knowledge
- Fast processes, straight internal communication, low hierarchies, and freedom to operate
- Family atmosphere within a dynamic team at modern and well-located office facilities
- Technical equipment (Laptop, iPhone etc.)
- "Job ticket" for public transportation within Vienna
- Sodexo meal bonus
- Guided On-Boarding Programme
- Minimum annual gross salary of € 35.000, -

WHAT WE EXPECT

- Bachelor's degree or ongoing Bachelor studies in a relevant field, e.g. entrepreneurship, business management, engineering, commerce or finance. Education related to manufacturing sector is a plus
- Excellent organizational skills & ability to meet deadlines
- Outstanding written, oral and presentation skills in German and English is mandatory
- Strong team spirit, proactiveness, autonomy and trustworthiness
- Willingness to travel within Austria and Europe
- Interested in the topics of innovation management, technology, entrepreneurship and internationalization

PROTECTION OF PERSONAL DATA

Candidates' personal data are processed as required by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). For more information, please check the privacy statement on recruitment available Privacy Notice.