

About EIT Manufacturing:

EIT Manufacturing is an initiative of the European Institute of Innovation and Technology (EIT), a body of the European Union. To find out more, please visit www.eit.europa.eu

EIT Manufacturing is the leading pan-European community fostering innovation in manufacturing through a unique active ecosystem. With 170+ partners, EIT Manufacturing connects businesses, startups, academia and research institutions to make innovation happen. www.eitmanufacturing.eu

EIT Manufacturing now invites applications for the position of

Operations Project Officer - EIT Manufacturing

Full-time position at the EIT Manufacturing Headquarter in Paris (Remote work possible)

About the position:

EIT Manufacturing seeks one Operations Project Officer to join our Project Management Office (PMO). The selected candidate will play a crucial role in coordinating business plan preparation and amendments, reporting to the regulator, and monitoring ongoing activities with a strong emphasis on maintaining the highest quality and adherence to EIT standards. The Operations Project Officer will report to the Head of PMO.

Missions and key Accountabilities:

- Business Plan processes
 - o Planning and managing the preparation of the Business Plan and yearly amendments, including assigning tasks to relevant teams and following up on delivery according to internal deadlines.
 - o Quality review of the full documentation before submission and submission of the documents in the Funding and Tenders portal.
 - o Support in Business Plan reporting to the grant authority.
- Activity monitoring processes

- o Planning and managing the implementation of the activity monitoring processes in accordance with the activities monitoring framework that has been put in place by EIT Manufacturing, including the mid-term and final reviews of the activities, in collaboration with the Thematic areas, Finance and Legal teams
- o Preparing and providing information and documentation needed to execute properly the activity monitoring processes
- o Organizing webinars related to the activity monitoring processes
- o Cooperating in the above tasks with another member of the team
- o Provide support to supported projects in using the ERP for reporting.
- o Implement and standardize new processes for the PMO in the ERP system.
- PMO general processes (in the context of the above key accountabilities)
 - o Contributing to the preparation of the reports and deliverables submitted to the regulator of EIT Manufacturing and ensure the consistency between contributions from the staff
 - o Supporting interactions with the regulator of EIT Manufacturing to ensure a smooth process in collecting requests and coordinating internally with our staff
 - o Prepare reports and statistics on annual activity results.
 - o Cooperating in the above tasks with the PMO team

Qualifications and experience:

- Minimum of 5 years' experience as project manager with a focus on preparing, managing and reporting research and innovation projects (especially from Horizon Europe)
- Prior experience with Cascade Funding (FSTP) grants and/or EIT is a plus
- Willingness and ability to go beyond business as usual, improve processes and propose new ideas to automate as much as possible all processes

Skills:

- Proven experience in cooperative work in multi-cultural, multi-task environments.
- Process-oriented with attention to detail and ability to best combine analytical thinking with creativity.
- Excellent communication skills verbally and in writing. Excellent command of the English language is mandatory. Additional European languages is a plus;
- Well-developed organizational skills and willingness to improve the organisation through novel ideas and solutions.
- Team player who understands the importance of teamwork in an international environment.
- Independent and trustworthy.
- Very organized, proactive, service-oriented, capable of multi-tasking.
- Very good command of PowerPoint, Word and Excel.
- Knowledge of IT tools and software for data analysis, information management, and project management is a plus.

We offer:

- A full-time, unlimited duration employment contract under French labour law.
- Flexible hybrid working environment
- Diverse team with colleagues from all over the world
- Strong network across manufacturing, academia, and startups in Europe.
- Opportunities for career growth and continuous learning.
- Meaningful work with a focus on sustainable innovation.

Location:

While the EIT Manufacturing Headquarters is located in Paris (France), remote work can be considered from Belgium, Germany, Greece, Hungary, Italy, Portugal or Spain based on the profile of the successful candidate.

Equal opportunities:

EIT Manufacturing values diversity and applies policies of equal opportunities. We welcome applications without discrimination, on any grounds. Candidates considering their interests having been prejudiced by a decision in a selection process may request a review of, or launch an appeal against, the decision adversely affecting them.

Selection Committee:

A Selection Committee will be appointed to carry out the evaluation of applications submitted. Please note that the Selection Committee's internal proceedings are strictly confidential.

Shortlisted candidates may be invited for an interview. Candidates may be asked to provide proof of qualifications, background, skills, and experiences by providing relevant documents.

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](#).

Application:

A complete application should consist of

- (i) a full curriculum vitae,
- (ii) 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.hq@eitmanufacturing.eu with subject header **EIT Manufacturing - Operations Project Officer**

The application should be written in **English**.
Only complete applications will be evaluated.

Closing date is 30/11/2024

For further information, please contact hr.hq@eitmanufacturing.eu

Please join us on this exciting journey. Send us your application now!