

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

Investment Officer – EIT Manufacturing

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

About the position:

The Investment Officer will support the Head of Investments in operational, investment and strategic activities. And will also support the EU/EIT Community Project Manager in EU partner initiatives.

Missions and key Accountabilities:

The role will include the following responsibilities:

- Work with European team to scout for potential investment opportunities in start ups
- Manage the investment process:
 - Contracting of external experts
 - Support for the due diligence processes
 - Supporting the Investment Committee Session
 - Development of services package for invested startups
 - Developing and implementing procedures to ensure compliance with EIT guidelines

- Support programs with other EIT communities and European partners including EIC, EIF, EIB, etc.
 - Supporting company review processes with external experts
 - Support in liaison with the EU partners
 - Managing reporting procedures to ensure compliance with EIT and EU partner organisations' guidelines

Qualifications and experience:

- Bachelor's degree in a relevant field, e.g. entrepreneurship, business management, law, engineering, commerce or finance.
- 2+ years professional experience
- Exposure to venture capital investment and legal processes
- Understanding of startup ecosystem
- Demonstrated experience or interest in manufacturing is an advantage
- Excellent organizational skills & ability to meet deadlines
- Outstanding written, oral and presentation skills in English is mandatory
- Strong team spirit, proactiveness, autonomy and trustworthiness
- Willingness to travel within Europe

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:

The role location will be at EIT Manufacturing in Paris Saclay, France, or other EIT Manufacturing locations in Europe.

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.east@eitmanufacturing.eu with subject header **Investment Officer**

The application should be written in **English**.

Only complete applications will be evaluated.

Closing date is 05/12/2024

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

