

**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](http://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](http://www.eitmanufacturing.eu)

*EIT Manufacturing now invites applications for the position of*

**Operations & Communication Liaison Manager – EIT Manufacturing**

Full-time position at the EIT Manufacturing South East regional office in Athens (Greece)

**About the position:**

EIT Manufacturing South East is looking for a highly motivated and experienced Operations & Communications Liaison Manager to support the EIT Manufacturing South East local team towards maintaining and developing the EIT Manufacturing organization and implementing its multi-annual strategy.

**Missions and key Accountabilities:**

**Supporting EIT Manufacturing South East Operations and the local team in its daily operations:**

- Logistics support: events, office arrangements, team meetings, assisting in the move of office premises (e.g. manage bookings, making/receiving calls, mail packages, minutes taking)
- Administrative work support: check on expense reports, data transfers, economical transaction lists work, timesheets and inventory preparation/assistance
- HR Support: onboarding, HR topics (time recording system, working days, any other relevant topic)/
- Manage day-to-day reports using Microsoft office

### **Supporting EIT Manufacturing South East Communication activities:**

- Assisting with planning of events, assisting with onsite event rollout, assisting with preparation and editing of promotional materials, visuals, presentations, media articles,
- Support for the Circular Economy Thematic Working Group collaborative workspace: revision of communication contents, assistance on gathering material and details,
- Content preparation and refinement: provision of contents for social media posts, website articles, newsletters, events review, media articles and news items.

Communicate and collaborate regularly with the colleagues in the EIT Manufacturing Headquarters and the other Regions to complete assignments and maximize the effectiveness and efficiency of the organization

### **Qualifications:**

- Associate degree required, Bachelor's degree preferred,
- 3-5 years of experience in a similar position,
- IT skills: MS Office Suite, Video Conferencing and audio-visual systems,
- Experience in project management (and relevant tools),
- Knowledge of financial rules of Horizon Europe and of the European Institute of Innovation and Technology (EIT) will be considered as a strong plus,
- Experience on Human Resources and/or accounting related activities will be considered as a strong plus.

### **Skills and expertise:**

- Process-oriented with attention to detail and ability to best combine analytical thinking with creativity,
- Outstanding communication skills, verbally and in writing. Excellent command of the English and Greek language is mandatory. Additional European languages are considered as a plus,

- Strong organizational skills and willingness to excel the organization with novel ideas and solutions,
- Motivated to drive continuous improvement based on sound analysis,
- A team player who understands the importance of teamwork in an international environment,
- Independent, autonomous in finding solutions to practical problems and trustworthy,
- Organized, proactive, service-oriented, capable of multi-tasking.

**We offer:**

- A full-time, unlimited duration employment contract under Greek 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 South East regional office, in Athens (Greece) with the possibility of traveling for meetings or events taking place at the Headquarters or at the partners and other stakeholders' facilities and locations (EU).

**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:

[clcsoutheasthr@eitmanufacturing.eu](mailto:clcsoutheasthr@eitmanufacturing.eu)

with subject header ***EIT Manufacturing South East | Operations & Communication***

***Liaison Manager***

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

Only complete applications will be evaluated.

Closing date is 29<sup>th</sup> November 2024

For further information, please contact [clcsoutheasthr@eitmanufacturing.eu](mailto:clcsoutheasthr@eitmanufacturing.eu)

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