

## Team Assistant (m/w/d)

### About EIT Health

EIT Health – a Knowledge and Innovation Community (KIC) under the umbrella of the European Institute of Innovation and Technology (EIT) – is focused on promoting entrepreneurship, innovation, and education in the domain of healthy living and active ageing. EIT Health brings together leading organisations along the entire value chain from smaller companies to larger industry, excellent academic and research institutions, as well as public sector organisations. The organisation’s aim is to promote healthy living, support active ageing and improve healthcare by removing barriers to innovation, promoting talent and education, leveraging enabling technologies and exploiting big data. EIT Health headquarters are located in Munich and will develop its activities across a network of co-location centres in six cities: Paris, London, Barcelona, Rotterdam, Stockholm, and Mannheim. In addition, the InnoStars office in Budapest involves Partners from Hungary, Italy, Poland and Portugal. EIT Health includes more than 140 partners.

EIT Health executes a portfolio of 100+ projects per year and is therefore now seeking to appoint a **Team Assistant** reporting to the Executive Assistant to CEO of the organisation.

### The Role

Work in a team and assist different teams, which include two Managing Directors and five Directors of the respective divisions. Together with your colleagues you will ensure a trouble-free flow of tasks.

### Your Responsibilities

- Supporting directors and teams in their daily operations and ensuring efficient workflow, including calendar and correspondence management as well as tracking of to-dos and activities
- Planning and coordination of business trips (national / international), including travel expense accounting
- Organisation, preparation and follow-up of meetings, including communication, minutes and catering
- Reception and services for visitors and guests
- Independent and diligent handling of various administrative tasks, e.g. digitalization and filing of contracts and documents
- Database management (email distribution list, contact data, etc.)
- Improvement of work processes within the HQ to optimise general cooperation
- Self-dependent processing and implementation of own projects

## Your Qualifications

- Completed professional business training, alternatively training in the assistant or office area
- At least first professional experience in a comparable position
- A positive attitude to this position, strong communication and teamwork skills
- Open, friendly and service-oriented approach
- Strong organisational skills and assertiveness
- Ability to multitask and balance priorities in a dynamic environment
- High level of personal responsibility, flexibility and a solution-oriented way of thinking and working
- Secure handling of MS Office applications
- Very good German and fluent English

## Application process

Applications should consist of a full curriculum vitae and a cover letter describing briefly how you meet the criteria indicated above and outlining your interest in and your vision for the role.

Applications shall be send via e-mail (please use the email title: “Team Assistant”) to [applications@eithealth.eu](mailto:applications@eithealth.eu) by **31 March 2020**.

Please indicate your earliest possible entry date as well as salary expectations. Please indicate how you found out about our vacancy.

For more information visit:

[www.eithealth.eu](http://www.eithealth.eu)

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