

Business Creation Project Assistant (m/f)

The position is vacant, ideally to be occupied in May 2021

Full-time position at EIT Health France - Paris

The EIT Health network includes more than 150 partners collaborating in the health and innovation space. EIT Health is a Knowledge and Innovation Community (KIC) under the umbrella of the European Institute of Innovation and Technology (EIT) – a body of the European Union. EIT Health offices are located in Munich, Paris, London, Barcelona, Rotterdam, Stockholm, and Mannheim. In addition, the InnoStars office in Budapest involves Partners from Hungary, Poland, Portugal, Croatia, and Italy.

EIT Health brings together leading health organisations in industry, academic and research institutions as well as public sector organisations, to promote healthy living, support active aging and improve healthcare by removing barriers to innovation, promoting talent and education, leveraging enabling technologies and exploiting big data.

Job Title Business Creation Project Assistant

- **Reporting to:** Business Creation Project Coordinator
- **Hours:** 1.0 FTE
- **Status:** Full-Time employee
- **Contract:** Internship contract – 6 months
- **Location:** Paris (13), France

YOUR RESPONSIBILITIES:

Work closely with the Business Creation team at the French regional EIT Health Office to:

- Support the French Business Creation Project Coordinator (BCPC) with the management of Accelerator activities (call, selection, start-up management, reporting...)
- Help manage the EIT Health Accelerator's external and internal IT and Data platforms
- Organise French events with the local EIT Health French team
- Be strongly involved in the promotion and communication of the EIT Health France accelerator activities/programmes

Gain additional knowledge by involvement in special projects, for example:

- Work with Innovation Manager to involve Accelerator activities like Living Labs into innovation projects
- Work with Education Manager to track entrepreneurs from Campus and involve them in Accelerator activities
- Work with Communication team to manage community and become an ambassador for accelerator in France

WHAT WE CAN OFFER:

- Start-up mentality, fast and flat processes, straight internal communication, low hierarchies and freedom to operate.
- An extensive network in the health care area of health professionals in industry, academia, and entrepreneurship, with excellent partners that collaborate on critical projects of European relevance.
- Friendly atmosphere within a dynamic team at a health entrepreneurial hub.
- An international environment.

YOUR PROFILE

Personal, professional and educational qualifications:

- Academic degree in science, business or otherwise relevant educational experience.
- Previous experience in project management
- Experience/interest in life science and entrepreneurship will be considered.

Skills & Abilities:

- Ability to work with an international team and in a multidisciplinary context.
- Excellent communication and writing skills in both French and, especially, English.
- Knowledge of collaborative working tools such as Trello & Airtable would be a plus.
- Ability to prioritise and manage a variety of tasks.
- Ability to work independently and as part of a team, with attention to details.

Other:

- Proactive and well organised.
- An open and positive attitude to working in a constantly changing environment.
- Positive outlook, persistence and ability to perform under pressure.
- A can-do attitude.

APPLICATION PROCESS

- Applications should consist of a full curriculum vitae and a cover letter describing your interest in the role as well as how you meet the above criteria.
- Applications shall be filed via e-mail to lpshita.singh@eithealth.eu
- The position is located in Paris 13 and is to be filled ASAP.