

EIT Health Chief of Staff (m/f)

The Organisation

EIT Health was created in 2015 by a consortium of around 150 leading life sciences and healthcare companies, research organisations and universities in Europe, with the aim to deliver innovations that can enable European citizens to live longer, healthier lives. For that purpose, it supports the creation of start-ups, develops new products and services and trains and educates students and professionals. It is funded by EIT (European Institute of Innovation and Technology) and generates own revenues services, investments and membership fees.

EIT Health has its head office in Munich, Germany, and Regional Innovation Hubs in Rotterdam, Paris, Mannheim, Stockholm, Barcelona and London as well as Budapest. It has a permanent staff of around 120 people. More information can be found on www.eithealth.eu.

At EIT HEALTH we've experienced a wonderful period of growth as the direct result of increased funding, the widening of our network and the great need for health innovation in Europe. To continue on this trajectory, we're searching for a highly qualified **chief of staff** to work closely with our CEO and Executive Management. From day one, the chief of staff will have an immediate impact on our effectiveness, streamlining strategic initiatives, supporting portfolio management, and communicating objectives between departments. The ideal candidate will have proven experience in a business management role in a large organisation, with a special focus on executive-level advising and interdepartmental and international collaboration.

Objectives of this Role

- Oversee strategic initiatives from development through successful execution under the guidance of the CEO and close cooperation with Directors who lead the different departments.
- Support the improvement of organisational structure and support CEO with managing multi-layer governance.
- Assist and communicate with executives in decision-making, program management, and initiative implementation.
- Support the improvement of current processes and coordinate organizational procedures for optimized efficiency and productivity.

Daily and Monthly Responsibilities

- Serve as liaison between senior leaders and CEO, regarding organisation's climate, employee well-being, project updates, strategic projects and portfolio development.

Munich, 2 July, 2021

- Support the preparation, agenda setting and follow-up on meetings and interactions of executive management as well as meetings with the Supervisory Board and the Partner Assembly of EIT Health.
- Perform an array of administrative tasks from managing calendars, generating correspondence, and scheduling working closely with the organisation's team of assistants who report to the chief of staff to support the performance of the organisation's management.
- Build and develop relationships with all senior leaders for increased efficiency and effective responsiveness into existing operations, and help to define new strategies, working with CEO and Directors on strategic projects, such as new initiatives pre-launch.
- Assist new hires for senior functions in the organisation.
- Serve as liaison between CEO and internal functions in preparation of key external engagements of the CEO (meetings & events).

Skills and Qualifications

- 3+ years experience in working in international management role, preferably in business
- Proven experience organizing and directing multiple teams and departments
- Excellent communicator in written and verbal form
- Comfortable working in an international and diverse environment
- Extremely versatile, dedicated to efficient productivity
- Experience planning and leading strategic initiatives
- Experience with budget management
- Proven success in a project coordination role and strong project reporting skills
- Nimble business mind with a focus on developing creative solutions
- Experience with public-private partnerships and working with government
- Interest and passion for health innovation is welcome, experience in the health sector an asset

Place of employment is Munich. Working from other location is possible and welcome. Regular travel to Munich and other EIT Health offices is expected as needed. – The position is new and vacant and start in the fourth quarter of 2021 preferred.

Contact

If you are interested in this position, you can send your motivation letter and CV to applications@eithealth.eu The closing date for all applications is **26 July, 2021**.

