

OFFICE MANAGER at EIT Health Spain

Job Offer

The Office Manager will be responsible to facilitate and drive the set-up of the office environment in the EIT Health Spain Co-Location Centre (CLC Spain), support the administrative bookkeeping of the office, and the CLC team in their daily operations. In addition a portion of the job will be to support the CLC team in the organization of regional and global events.

Responsibilities

Working closely with the EIT Health Spain Managing Director and pillar managers, his/her responsibilities will be.

- Play an active role in the set-up and organization of the office environment.
- Support in the administrative accounting and bookkeeping.
- Responsible for administrative HR-matters
- Support the CLC Director and the pillar Managers in their daily operations.
- Manage the agendas.
- Responsible for a wide range of ad hoc assignments in support of the team.
- Handle incoming phone calls and incoming/outgoing mail services.
- Schedule meetings, conference calls and webinars.
- Make travel arrangements and organize business trips (hotel, flights, taxi, etc.)
- In charge of the meeting room reservations (bookings, catering,..)
- Manage the office supplies, applying procurement guidelines and operations when needed.
- Support in the organization of regional events (including: sourcing, booking, liaising and briefing) and the production of promotional materials/displays/stands, ensuring that communication is aligned to EIT Health procedures and adequate to convey the right messages to the specific audience.
- Identify and keep up-to-date with event management trends, tools and technologies.

Working relationships

- EIT Health Spain Managing Director (direct reporting line)
- EIT Health Spain Business Creation Manager
- EIT Health Spain Education Manager
- EIT Health Spain Innovation Manager
- EIT Health Spain Communication manager

Qualifications

- Demonstrated experience (min 5 years) in a similar role.
- Multilingual: Spanish, Catalan and fluent English in speech and writing.
- Extensive knowledge of Microsoft Office.
- Project planning skills
- Team player that can also work independently.
- Excellent communication skills.
- Proactive attitude and strong organisational work habits.
- Stress resistant and a hands-on mentality.
- Enthusiastic and motivated.
- Experience on managing events and suppliers.

Application process

- Applications should consist of a full curriculum vitae and a cover letter outlining your interest in and vision for the role.
- Applications shall be filed via e-mail (please use the email title: "EIT Health Spain office Manager") to clc-spain@eithealth.eu by 16 July 2017.
- Immediate availability will be considered as a plus.