




**Company
Description**

ABOUT EIT FOOD: The European Institute of Innovation and Technology (EIT) Food is a young and fast-growing organisation focusing on entrepreneurship and innovation in the food sector. EIT Food is a start-up but has the characteristics of a multinational and is operating in a European and international environment. It has 5 regional offices (Co-Location Centres or CLC) in Europe, each covering several EIT Food partners and partner countries. The members of the EIT Food community are world-class players in the international food domain. EIT Food RIS aims at strengthening those regions in Europe which are modest and moderate in terms of innovation in the agrifood sector.

Information

 Deadline: 2023-04-15
 Category: Business
 Province: Bizkaia

 Country: Spain
 City: Zamudio

Company**EIT Food CLC South S.L.****Main functions, requisites & benefits****Main functions**

JOB DESCRIPTION: The RIS Management Assistant will be responsible for ensuring the smooth running of the EIT Food and RIS activities in southern Europe countries and administrative support. The candidate will work closely with EIT Food network in coordination, communication and implementation of programs and projects. **MAIN DUTIES/RESPONSIBILITIES:** Support in the implementation of the portfolio of regional instruments defined in EIT Food RIS Strategy and EIT Food Business Plan. Support in the administration, communication and coordination of EIT Food Hubs (organisations, acting as contact points for stakeholders in RIS countries) and other stakeholders including continuous monitoring activities and performance evaluation. Support and coordinate communication with external and internal stakeholders and contribute to the development and implementation with regards to EIT Food activities and projects. Provide administration and financial support, in particular follow up, monitoring of activities and budgets. Contribute to prepare reports on activities for EIT Food management and EIT, with timely reporting on progress, performance and impact. Support with the logistics of relevant events held. Collaborate in the identification of local, regional, national and European activities complementing EIT Food activities, contributing to the financial sustainability and support if needed. Actively liaise with other functions at EIT Food to cooperate in business creation, innovation, communication and capacity building activities. **PERFORMANCE GOALS:** Support different range of EIT Food stakeholders to transform Europe's food system Build excellent relationships with partners fostering collaboration and creativity Contribute to operational efficiency of EIT Food Develop experience in cross-functional projects and activities Assume responsibilities besides or beyond current job description

Requisites

Qualifications: Graduate degree or professional training with at least 2 years of experience in the Agrifood sector (Industry, Primary sector, Retailing, Environment/ sustainability, etc.) Fluency in English and Spanish (both spoken and written). Additional Southern European languages are a plus. Very good command of Office Package Microsoft Excel (with excellent management of Excel dynamic tables) and PowerPoint. Project Management experience is a plus **Experience:** Experience in the Food Industry, Primary sector, Retailing and/or Food Services International exposure and experiences or a strong desire to work in an international environment. **Skills:** Ability to work both independently and in small (multi-national) teams Ability to interact and communicate effectively with individuals at all levels Strong sense of ownership with proven record of delivering results Combining analytical thinking with creativity Proven ability to establish trust and good communication channels with international teams Excellent verbal and written communication and presentation skills Proactive, independent and trustworthy. Passion for continuous improvement Respectful of timelines and deadlines with attention for detail Active interest in the food sector Organised, proactive, service-oriented and capable of multi-tasking Can-do attitude, willing and eager to learn and realise impact Excellent emotional intelligence skills

Benefits