

Administrative Support/Officer (f/m/x)

DESCRIPTION OF THE ROLE

The European Network of Research and Innovation Centres and Hubs (ENRICH), Brazil is a Non-Profit Association located in Brasília and São Paulo. ENRICH aims of promoting cooperation between Brazilian and European actors in the field of Research, Technology and Entrepreneurship. To strengthen our team we are looking for an

Administrative Support/Officer (f/m/x)

The Position will be based in Brasília or São Paulo. The role holder should be flexible in working approach and be available to work outside normal office hours when required.

The expected working hours per week comprises 20h/week, 80h/month. Fixed-term contract until December 2020, with the possibility of extension.

Main duties and responsibilities

- Provide support for the members, supporters and sponsors of the association, including administrative procedures
- Maintain contact lists and proactively update databases
- Produce, distribute and manage correspondence memos, letters
- Provide information by answering questions and requests, by phone and online systems
- Create presentations and reports
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc
- Write letters and emails on behalf of other office staff
- Organize travel arrangements for office staff and partners
- Organize events, such as seminars and international meetings
- Book conference calls, rooms, taxis, couriers, hotels etc.
- Cover the reception desk when required
- Take accurate minutes of meetings, and produce reports when required.

SKILLS AND ATTRIBUTES

The ideal candidate will:

- Have language skills: English & Portuguese is prerequisite (another European language is a plus)
- Have previous experience in a similar corporate role and can prove excellent communication skills
- Have considerable experience working within the Innovation Ecosystem in Brazil and/or Europe or, ideally, within both
- Demonstrate a professional approach in terms of commitment and client care
- Have excellent interpersonal skills with the ability to deal with intercultural situations
- Be IT literate - knowledge of MS Office and Google Drive is essential; experience of using CRM systems, databases would be beneficial
- Have previous experience with associations or members-based network

CONDITIONS

- Service contract by Fraunhofer IPK (Berlin, Germany)
- 20h/week - 80h/month
- Fixed-term contract until end of 2020 (extension possible)
- Earliest possible entrance date: 1st May 2020
- Monthly salary: 2.000 R\$ - 6.000 R\$ - depending on experience, expertise and educational background

- ENRICH in Brazil Office is located in Brasília and São Paulo

Application Information

For more information about the role and the application process, please contact Ms Johanna Haunschild (johanna.haunschild@ipk.fraunhofer.de).

Documents required: Covering Note, CV, and relevant certificates

Please send your application in English, incl. your financial expectations as well as your potential entry date as one single document (PDF) to brazil@enrichcentres.eu

Deadline for application: 10 April 2020.

About ENRICH in Brazil

The **European Network of Research and Innovation Centres and Hubs (ENRICH)**, Brazil is a Non-Profit Association under the Brazilian law, located in Brasília, Brazil. The Network of ENRICH in Brazil consists of Science, Technology and Innovation (STI) actors from Brazil and Europe.

ENRICH in Brazil will become the main hub and contact point for European and Brazilian STI actors, as soon as 2021, to encourage and facilitate the cooperation in research, technology and entrepreneurship between Europe and Brazil by supporting and empowering all innovation actors along the innovation value chain.

Besides that, 'ENRICH' is an initiative of the European Union, executed in Brazil by the CEBRABIC project that has received funding from the European Union's Horizon 2020 research and innovation programme. A group of four Brazilian and eight European institutions from Germany, Portugal, Belgium, Hungary, Austria, Spain and Turkey are part of the project consortium to strengthen cooperation in research, innovation and business between Brazil and Europe by establishing 'ENRICH in Brazil'.

Website: brazil.enrichcentres.eu