



HAMILTON SERVICES

## Job description – Project administrator

<b>Job title</b>	Project administrator
<b>Contract type</b>	20 - 30 hours per wee
<b>Location</b>	Hamilton Services Gm - bH offices, Munich, Germany

**Hamilton Services GmbH**  
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### About us

Managed by a dedicated multinational team, Hamilton Services delivers a wide spectrum of services to nonprofit associations, predominantly in the medical sector. We provide both “front” and “back” office services; whilst being the first point of contact for those seeking information about our clients’ associations, we also supply all necessary support to ensure that our clients’ goals and objectives are achieved.

### Who are we looking for?

We are looking for an experienced and versatile professional who enjoys working in an international environment. You will manage committees and working groups of a nonprofit association in the field of medicine. You will assist the chairperson, monitoring timelines and schedules to ensure that deadlines are met. Responsible for the organization of web and physical meetings, you will also provide onsite assistance, including minuting. You will monitor the budgets and assist the chairperson with regular reports.

### What skills do you need?

You will need to have a passion for organizing and an eye for detail without losing the complete picture. Minimum five years of experience in project assistance or similar work experience. Ideally, a Bachelors or technical degree in business administration, marketing, event Management, advertising, or other related areas. In lieu of a degree, relevant work experience will be considered.

Some of the skills & experience that we are looking for:

- Background: Experienced in organizing, preferably association management, including financial reporting and budget control
- Approach: Well-organised, effective and competent
- Personality: Team player, strong communication skills
- Languages: Excellent command of English. Working knowledge of French and/or German preferred but not essential.
- IT skills: Excellent command of MS Suite (Word, Excel, PowerPoint), understanding of CRM systems is an advantage
- Travel: Ability to travel internationally 5 - 10% of the time

### Would you like to apply?

If you have a valid work permit for Germany and are the right fit for this job, please send us your CV and a letter of motivation (max. 500 words) in English. Please also supply at least one written reference in English or German. Only complete applications fulfilling these criteria will be considered. Applications should be sent to [info@hamilton-services.de](mailto:info@hamilton-services.de).