



HAMILTON SERVICES

Hamilton Services GmbH
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Job description: Junior Technical Project Manager

Hours	30 - 40 hours per week
Location	Hamilton Services GmbH offices, Munich, Germany

About us

Managed by a dedicated multinational team, Hamilton Services delivers a wide spectrum of services to 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.

Your main responsibilities

You will support the Hamilton Service team by assisting with website administration), web-based platforms (e.g. Zoom and YouTube) administration, database management and coordination of educational video production and Social Media. One of your key roles will be maintaining and updating websites that we look after and, as such, experience in creating, designing and management of websites using tools such as Wordpress is vital. You will also support the organization of ongoing projects (lobal webinars, online courses, committee meetings and congresses). You will work closely within the Hamilton Services team and with our clients who are based throughout Europe and beyond.

Who are we looking for?

We are looking for a versatile and tech-savvy professional who has confidence using a wide variety of web-based tools and software programmes; someone who enjoys working in an international environment, is a team player with strong communication skills. The role would suit a person who is passionate about all things digital. Time management is important in this role as you’ll often have deadlines and goals to meet - organising and prioritising tasks will be a daily requirement. Being able to think outside the box will help you to spot areas of improvement that others might miss.

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

- Excellent command of German, fluent in written and spoken English
- Excellent command of MS Suite (Word, Excel, PowerPoint)
- Have a knowledge of what HTML & CSS are and what they do
- Professional experience of using Wordpress or other website design software
- Experience using image and video editing tools such as Adobe and Photoshop
- CRM database management
- Working knowledge of virtual meeting platforms such as Zoom and GoToMeeting
- General organization: Supporting senior project managers, preparing presentations, reports, letters etc.

How to apply

If you have a valid working permit in Germany and feel you 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. We will only review complete applications. Applications should be sent to hgg@hamilton-services.de.