



HAMILTON SERVICES

Hamilton Services GmbH
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Job description: Project Manager

Hours	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 the organization of ongoing projects (congresses, courses) and regular tasks such as website administration (WordPress), committee management and database upkeep. You will also be assisting with event management, marketing tasks and newsletter production as well as Social Media management. You will work closely with our clients who are based throughout Europe and beyond. This will require limited travel.

Who are we looking for?

We are looking for a versatile professional with a background in project management, ideally in the non-profit sector. Marketing or event management experience is of advantage. We are looking for someone who has confidence using a wide variety of web-based tools; someone who enjoys working in an international environment, is a team player with strong communication skills. You will have an excellent command of English and are well experienced with the main features of MS Suite (Word, Excel PowerPoint). Time management is also important in this role as you’ll often have deadlines and goals to meet - organizing and prioritizing 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:

- Committee management
- Marketing: Newsletter management, Social Media management, website
- Membership management
- Administrative tasks: Supporting senior project managers, preparing presentations, reports, letters, meeting protocols
- Support with events

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. We will only review complete applications. Applications should be sent to aj@hamilton-services.de.