



HAMILTON SERVICES

Hamilton Services GmbH
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Job description: Project Coordinator

Hours	40 hours per week
Location	Hamilton Services GmbH offices, Munich, Germany Option to work a certain number of hours from home-office is available and open to discussion

About us

Managed by a dedicated multinational team, Hamilton Services delivers a wide spectrum of services to non-profit 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 for a variety of interesting projects to ensure that our clients’ goals and objectives are achieved.

Your main responsibilities

Your role at Hamilton Services will be to manage the scientific and educational endeavors of an international medical association, with a particular focus on the management of the programme and faculty for our annual international congress, as well as coordinating collaborative educational projects with various partner societies. You will contribute to the further development and expansion of the educational programme and the growth of the association and its mission. You will work closely and interact with the internal project team based in Munich and our clients and partners who are based throughout Europe and beyond.

Who are we looking for?

We are looking for a versatile professional preferably with experience in programme/agenda planning for events/congresses ideally within the non-profit sector. We are looking for someone who has confidence using web-based tools. You should enjoy working in an international environment and will have an excellent command of English. Time management is also important in this role as you will 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:

- Background: At least 3 years’ experience in organising and project management, preferably (but not mandatory) in the non-profit sector
- Approach: Well-organised, structured and effective, independent with a close eye for detail
- Software skills: Excellent command of MS Suite. Knowledge of various web-based and CRM tools is an advantage. In-house training will be provided (e.g. membership software, programme planner software)
- Personality: Team player, strong communication skills
- Languages: Excellent command of English and fluency in German
- You will need to be able to travel to a minimal number of activities and meetings within Europe

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 info@hamilton-services.de.