



Job description – Event Manager

Job title	Conference Event Manager
Contract type	Full-time (40 hours per week)
Location	Hamilton Services GmbH offices, Munich, Germany

Hamilton Services GmbH
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Job purpose

Hamilton Services offers tailor-made support to associations and publishers, predominantly in the healthcare sector. We are looking for a detail-oriented professional, with a passion for event management. You will lead the planning and implementation of educational events and projects in the medical sector, ranging from small workshops to large scientific congresses.

Main duties & responsibilities

Reporting directly to the Managing Director, you will be responsible for international educational events and associated projects (strategic planning, execution, controlling & evaluation, budgeting & cost controlling, communication, logistics, fundraising & sponsorships, coordination of suppliers and other service providers, etc.). You will be working closely with other members of the team and will interact on a frequent basis with our partners, who are based in Americas, Asia-Pacific and Europe.

- Some of your duties will be:
- Event and project planning and organization
- Coordination of steering and scientific committees
- Budgeting & cost controlling
- Planning and execution of marketing & communication efforts
- Coordination of suppliers and other service providers
- Sponsorships coordination, incl. use of the CRM (Customer Relationship Management) software

Who are we looking for?

Minimum **five years** of experience in event and project management. A Bachelors or technical degree in **Business Administration, Marketing, Event Management**, Advertising, Languages or other related areas. In lieu of a degree, relevant work experience would be considered.

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

- Language skills: excellent command of English. Working knowledge of German preferred but not essential.
- Successful track record in event management (on-site/ online formats) and its related aspects
- Ability to travel internationally up to 10% of the time
- Strong communication & writing skills
- Financial reporting, budget control
- IT skills: excellent command of MS Suite (Word, Excel, PowerPoint), understanding of CRM systems is an advantage

- Experience in the medical sciences, pharmaceuticals and/or medical devices is an advantage but not essential

How to apply

If you are the right fit for this job, please send us your CV, a letter of motivation (max. 500 words) and at least one written reference via email to info@hamilton-services.de. Applicants who send incomplete applications will not be considered.

Applicants must have a valid permit/visa to live and work in Germany and be based in Munich and/or surrounding areas.

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.

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