



HAMILTON SERVICES

Hamilton Services GmbH
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Job description: Project Manager

Hours	40 hours per week (Hybrid)
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

Your role at Hamilton Service will be to support the scientific and educational endeavors of an international medical association, including assisting with the planning of our annual international congress. You will work closely with our clients who are based throughout Europe and beyond.

Who are we looking for?

We are looking for a versatile professional, ideally with experience in supporting medical associations within the non-profit sector. Amongst other, you will be responsible for certain committees, organizing their educational activities such as workshops and webinars. 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’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:

- Background: Experience of minimum 5 years in project management, preferably in the non-profit sector
- Approach: Well-organised, effective, with a close eye for detail
- Software skills: Excellent command of MS Suite. Knowledge of various web-based 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. Fluency in German and additional languages would be advantageous

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.