



**IT SERVICES**

**EVERYWHERE**

**hemmersbach**  
CREATE TRUE SERVICE

We are specialized in cross-border infrastructural services for the information technology (IT) industry. With over 2,000 permanent employees in 34 subsidiaries we offer our services worldwide in more than 190 countries.

To extend our international PMO multi-shifts team in Hemmersbach Central Support (Wrocław, Poland) we are looking for:

## **Project Management Office Administrator** **with English**

### **Your main responsibilities:**

- Creating and preparing reports,
- Monitoring mailboxes - communication with business external customers or internal ones (Service Delivery Managers),
- Managing project accordingly the deal,
- Monitoring/controlling tickets queue in the internal or external ticketing tools,
- Updating tickets, encouraging engineers and SDMs to deliver relevant information,
- Creating processes, information letters and documentation (manuals, etc.),
- Organizing/leading online meetings,
- Other administrative works.

### **Our requirements:**

- Readiness to work on 8 hrs. shifts (between 6:00 and 24:00),
- Good knowledge of English language,
- MS Office used in practice (especially Excel, Word, PowerPoint, Visio),
- Good analytical skills and great precision in duties,
- Flexibility and openness to new, interesting tasks.

### **Would be an asset:**

- Relevant work experience or completed professional trainings,
- Experience in customer service.

**We can offer you:**

- Stable work basing of contract of employment in fast-growing, opened company,
- Great opportunity to start your international career in project management,
- Permanent support in daily tasks,
- Attractive salary according to competencies,
- Interesting international projects,
- Welcoming and friendly work environment,
- Multisport and LUX-MED package.

Would you like to join our team? Please send your CV in English:

[Jobs.2273@hemmersbach.com](mailto:Jobs.2273@hemmersbach.com)

Please add a statement: *„Wyrażam zgodę na przetwarzanie moich danych osobowych dla potrzeb rekrutacyjnych Hemmersbach GmbH & Co. KG (zgodnie z Ust. z dn. 29.08.1997r. o Ochronie Danych Osobowych, Dz. U. nr 133 poz.883).”*

We kindly inform you that we will contact only with the chosen candidates.