



**IT SERVICES**

**EVERYWHERE**

**hemmersbach**  
CREATE TRUE SERVICE

Hemmersbach is specialised in cross-border infrastructural services for the information technology (IT) industry. We have more than 2000 employees in 34 subsidiaries and the network of Hemmersbach Authorised Partners (HAP).

With their help, in over 190 countries worldwide, we offer our services within the following five segments: Repair, End User support, Expert Provision, Release & Deployment, Data Center Maintenance.

For Hemmersbach Poland located in Bielany Wrocławskie (Wrocław, Poland) and for our expanding international **Project Management Team** we are seeking the following:

## **Project Management Office Administrator** with German

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**You want to work in IT branch but you don't know how to start?**  
**Start with Hemmersbach!**

### **Your main responsibilities:**

- Processing of incoming engineer Reports in a ticketing system,
- Data Maintenance in our ticketing system,
- Ensure Customer Satisfaction by keeping SLA Agreements (monitoring the correct timelines),
- Creation of Statistics & Reports in excel.

### **Our requirements:**

- **German language (C1/B2 level),**
- Good knowledge of Excel,
- Customer and communication skills,
- Ability to work in a team,
- Openness to learn new skills,
- Readiness to work on a daily routine as well as quickly adjusting to incoming tasks.

**Would be an asset:**

- Communicative English.

**We offer:**

- **Attractive salary and contract of employment,**
- **Work in international, flexible and open IT company,**
- Wide range of trainings preparing for the position,
- Permanent support in daily tasks,
- Interesting international projects,
- Possibility to learn new skills,
- Welcoming and friendly work environment,
- Multisport and LUX-MED package.

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

[Jobs.2236@hemmersbach.com](mailto:Jobs.2236@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.