

To enhance our team, we are looking to fill the following position at the earliest possible date:

IT Systems Management Assistant (f/w/o)

Halle/Saale, Full time

As an IT Systems Management Assistant, you will be the first point of contact for our national and international customers in the media and broadcast sector and will prepare technical and commercial project proposals based on international tenders.

You are responsible for drafting customer contracts and procuring all components needed for the customer solution. You negotiate with suppliers to get the best possible offer and are in close contact with the different areas of our product development and management.

A dynamic and representative working environment in a collegial atmosphere as well as attractive benefits will make you feel comfortable with us right from the start.

Your tasks - diverse and technological:

- ▶ Preparation and active tracking of tenders
- ▶ Coordination between management and development department for tender preparation and technical evaluation
- ▶ Processing of orders
- ▶ Contact person for our national and international customers for incoming inquiries
- ▶ Customer care in day-to-day business, maintenance and improvement of manufacturer and customer contacts

Your profile - analytic and organized

- ▶ Successfully completed apprenticeship as IT systems management assistant or comparable completed apprenticeship
- ▶ Professional experience in bid preparation and sales of IT solutions, preferably for the broadcast and media sector
- ▶ Experienced understanding of commercial operations and business contexts
- ▶ Organized, structured and self-reliant way of working
- ▶ Excellent written and spoken German and very good knowledge of English

Our offer - unbeatable

We offer you a secure and attractive job in an internationally successful and dynamically growing media technology company. We support your professional development with regular training programs. With a wide spectrum of benefits like flexible working time models and modern workplace design, we make sure to offer an up-to-date working place. Our corporate culture features flat hierarchies and partnership-spirited collaboration. Exciting and challenging tasks, career progression- and development opportunities as well as flexibility within our company group are the engine of your career.

Your application

Have we sparked your interest? We look forward to receiving your application with details of your earliest possible date of entry and your salary expectation. In order to simplify the application process, we would like you to send your motivation letter, CV and certificates to jobs@hms-dev.com. For further information please visit www.hms-dev.com.

If you have any questions, do not hesitate to get in touch with Mr. Tristan Riedel under +49 345 678 789 16.

About HMS media solutions (part of the Qvest Media Group)

HMS Media Solutions offers media system solutions that provide spot-on answers to strategic questions and innovative business models for various companies. As an organically grown service provider with more than 20 years of experience along multifaceted national and international projects, the company established itself as one of the leading operators for integrated media ecosystems. As subsidiary of Qvest Media Group, one of HMS' responsibilities lies in the development of the management platform Qvest.Cloud, which makes the company a fundamental element in the development of cloud based solutions in the media environment.