

BERLIN

## **(Junior) Contract Manager (m/f/x) Architecture (HOAI)**

### **Overview**

Are you looking for exciting tasks in a design-oriented company that offers you stability and structure? Do you want to contribute your creativity and personality? Then you'll be a great fit for us!

The use of state-of-the-art technologies and with our expertise across all service phases according to HOAI and the use of state-of-the-art technologies, we create innovative and high-quality solutions. Our long-standing success and strong team spirit are based on an open culture and the knowledge and commitment of our employees.

Become part of our team as a (Junior) Contract Manager (m/f/x) Architecture (HOAI)!

Feel free to apply as a career changer (m/f/x) - You can learn a lot with us, even if you don't fulfil all the requirements yet!

### **You can expect the following**

- Commercial support in cost planning, budget control and tender preparation for architectural projects across all HOAI service phases
- Preparation, review and negotiation of external contracts with specialist planners
- Commercial coordination, obtaining and processing offers and invoices from external partners
- Administration and maintenance of project, contract and offer documents as well as deadline control
- Supporting with supplementary management, recording and reporting of project data
- Active collaboration in the optimisation of commercial processes and contract templates

### **You bring along**

- Degree in business administration, architecture, civil and industrial engineering or comparable qualification
- First practical experience in commercial project management, ideally with reference to HOAI
- Strong economic understanding and high affinity for commercial processes
- Business fluent German and good English skills

### **We offer**

- Development opportunities | Support for your personal and professional development
- Language courses | Financial support for German and English courses to support your career
- Vacation | 30 days annual leave and a rest between Christmas and New Year
- Deferred Compensation | Support for your financial security
- Work-life balance | Flexible, family-friendly working time models for a balanced lifestyle
- Events | Multi-day Office Trip, regular FriYAY evenings for socializing and joint activities
- Location | Central office in Berlin (Alexanderplatz)

### **Your contact at HENN**

Raymond Richter

T +49 (30) 283 099 253. We are eager to get to know you! Please submit your application via our recruitment portal.