

Project Manager

We are currently looking for a Project Manager to join our team in Cologne, Germany. If you are a reliable, communicative team player and you see yourself in the administrative and logistical area, this position might suit you. We need someone who will be able to organize the scheduling of the shifts for our freelance workers for football games all around Europe.

About Chyron:

Chyron is a global leader in products, services, and solutions for professional broadcast. As part of the Chyron team, you will be working with products that create content viewed by billions every day. We serve live television, news, and sports production, as well as other markets such as corporate, government, house of worship, esports and education. We offer the industry leading PRIME Live Platform, encompassing broadcast grade graphics, branding, augmented reality, video and audio mixing and more. Privately held, Chyron is headquartered in Melville, New York. Chyron also has offices in the Czech Republic, Denmark, Finland, Germany, Mexico, the Netherlands, Norway, Singapore, Slovak Republic, Sweden, and the United Kingdom.

Requirements:

- Previous experience from personal management (ideally from media industry)
- You have great communication skills
- You are cost-conscious
- You are naturally a self-motivated person
- Fluent English and German (spoken and written)
- Completed apprenticeship or degree

Your tasks:

- Contracting of temporary employees & collecting personal forms and changed personal information
- Control and storage of deployment contracts for each shift (~80 each week); Working with the hourly timesheet
- Instruct the german accountancy firm when to register new freelancers (provide them with contract documents) and when to deregister
- Booking of ~40 arena operators based on their skills and experience; Collecting and checking their travel reports and receipts
- Intensive operator contact and elaborate logistic planning due to availabilities, personal preferences, overnight travel and flying with excess luggage
- Providing monthly overviews for the german accountancy firm: updated personal information (address, status and bank details), salary information of arena (including travel costs) and hourly paid quality center Cologne operators



We offer:

- Full time employment (40 hours) in an international company
- Flexible working hours (after trial period)
- Working environment is a young and motivated team

Please send us your CV and a motivational letter with your salary expectations if you're interested.

Contact: Sandra Eilenberger, sandra.eilenberger@hego.tv