

International management position in leading umbrella association

Our client is the international umbrella organization of more than 50 national associations dealing with the maintenance and further development of project management methods according to uniform standards as well as certifications and qualifications regarding project management. Over 50,000 members are organized in these national organizations. Since the subject of project management is becoming more and more important and the organization's activities are progressively more established our client grows dynamically in members and membership development. This results in increasing demands of international coordination, administration and representation tasks. To fulfil these highly important responsibilities we are looking as soon as possible for an

Executive Director

In this position you are responsible for optimizing administrative processes that relate to international comprehensive coordination functions. This includes supervising the accountancy, the compliance with general judicial conditions according to the respective national regulations and fulfilling increasing representation obligations at international congresses and events. The majority of the administrative procedures is outsourced which means that the arrangement of the processes will be done in cooperation with external service providers.

Suitable candidates have experience in responsible management positions for international (non-profit) organizations. In addition, you have very good organization skills which at the beginning you will need without disciplinary managerial responsibility. You also have good communication skills and are confident in an intercultural environment. Therefore excellent knowledge of the English language is a must. You are reliable and self dependant and identify to a great extent with your responsibilities. You enjoy holding presentations in front of larger groups of people and supporting the growth of the worldwide organization through your exemplary efforts. Furthermore you are willing to travel worldwide.

If this task represents a professional challenge and opportunity for you, please contact Dr. Reiner Mark for a first personal contact (Tel: +49 (0)211 55922-32) or send your application (including salary and disposition) with mention of **code 3511341A01** directly to Dr. Heimeier & Partner, Management- und Personalberatung GmbH, IMD-Partner Germany, Mörsenbroicher Weg 200, **40470 Düsseldorf** (www.heimeier.de) or via e-mail to roberts@heimeier.de. We assure you absolute discretion.

DR. HEIMEIER & PARTNER

MANAGEMENT- UND PERSONALBERATUNG BDU / MEMBER OF IMD
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