

OPEN ROLE

AUGUST 2026 · HAMBURG, GERMANY

OFFICE AND HOSPITALITY MANAGER, MILO HOME

MILOVISION, the house

(m/w/d)

MILOVISION

THE HOUSE

MILOVISION is a creative house of ventures, built for brands operating in high-responsibility, high-complexity environments; a professional home for uncommon minds, founded in 2018.

We unite the discipline of design, the precision of science, and the possibilities of technology to shape communication that is clear, intelligent, and culturally resonant: with a globally operating creative and strategic boutique agency at our core, and products built at the frontier of design and technology.

We believe intelligence isn't measured by volume, but created by the ability to shift perspective. We create clarity where there is complexity, and we see beyond: the brief, the obvious, the expected.

MILO HOME

Milo Home is our house in Hamburg. It is where our team works, where our clients and guests arrive, and where a good part of how MILOVISION feels is decided. It should feel cared for, and that shows in details rather than in statements.

FOR WHOM

For people who question the default.
Who think beyond their roles.
Who expand what's possible.

TRAITS

Curious. Independent. Exceptionally intelligent, and deeply human.

WHY THIS ROLE EXISTS

Milo Home is central to how we work and how we are experienced, and we are growing into it. This role exists to run it, and to lead the cultural life that happens inside it. People are everything here, and this is the role closest to that.

THE ROLE

You own it, end to end. You will also be one of the most visible people in the house, to the team and to every guest who walks in.

WHAT YOU'LL DO

- Run Milo Home. The standards, the supplies, the suppliers, and everything that makes the place work without anyone seeing the effort.
- Look after guests. You notice what a visiting client needs before they ask, and you have already handled it.
- Own team travel and the logistics around our production work, including the versions that change at short notice.
- Develop and lead the cultural life of the house, with our Chief Experience Officer. Team moments, rituals, celebrations, and the calendar of the year.
- Keep the administrative and contractual side of the house in order, from people administration alongside our leadership through to suppliers, costs and the records behind them.

WHAT YOU BRING

- Experience running a space, a team's logistics, or a hospitality operation. We are open on background: hotel, restaurant, events, studio or production, aviation, office management, assistant roles.
- Travel and hotel booking as routine, including the version where everything changes at short notice.
- Warmth shown as attention. You genuinely like looking after people.
- Solution ownership. When something breaks, you stay with it until it is fixed.
- Organisation people can rely on, and the instinct to keep things current before anyone asks.
- Discretion. Some of what crosses your desk is confidential, and it is treated that way without exception.
- Fluent German and good English. Our working language is English, and the practical side of running a house in Hamburg, from landlords and building services to authorities and providers, is in German.

WHAT WOULD ALSO HELP

- Familiarity with German administrative processes, and with the interface to payroll and accounting.
- Basic controlling. Enough comfort with numbers to track a budget properly.
- Experience organising events or team gatherings, at any scale.
- Confidence negotiating with suppliers and service providers.

HOW WE WORK

- No micromanagement, which means proactivity and reliability are the price of entry.
- Self-accountability. You own the outcome, not the task list.
- Solutions over reports.
- High standards, held quietly and consistently, in work our clients put their name to.

THE ENVIRONMENT

We operate as a highly agile, high-performing team in a complex and regulated environment, with no bureaucracy standing between a decision and the work. We expect curiosity, and the appetite to keep learning and growing.

THE ESSENTIALS

Location	Milo Home, Hamburg.
Hours	35 hours per week.
Language	Fluent German and good English.
Engagement	Permanent employment contract.

IN THE OFFICE

Four days per week at Milo Home. This is a role that only works in the building.

GROWING HERE

Regular one-to-one time with your lead, in both directions.

We invest in learning and development, inside the company and beyond it, because we do not think all growth happens in-house.

THE EXPERIENCE

We have a Chief Experience Officer. Not as a title, but because the experience of the people building what comes next matters to us as much as what gets built. It shows in our Milo Home, in company offsites and team events, as well as in personal benefits across fitness, mobility and healthcare.

WHAT WE OFFER

The mandate Ownership of Milo Home, of the administrative backbone of the house, and of the cultural life of the company.

WHO WE WANT TO HEAR FROM

If you recognise yourself in most of this but not all of it, we would still like to hear from you, and we mean it.

We hire for perspective, and we welcome applications from people of any background, age, gender, origin, religion or identity.

TO APPLY

applications@milovision.com

Milovision GmbH & Co. KG · Paul-Dessau-Straße 3e-f · 22761 Hamburg

MILOVISION IS AN EQUAL-OPPORTUNITY EMPLOYER. WE WELCOME APPLICANTS OF EVERY BACKGROUND AND SELECT ON THE STRENGTH OF SKILLS, EXPERIENCE, AND FIT WITH HOW WE WORK.

MILOVISION