Manager – Member Events

To support our team for Communications and Membership Services, we are looking for a creative, independent and proactive individual to lead and manage our member events A-Z.

What Will You Be Doing?

Whether it is selecting the right speakers for an industry focus discussion, planning a White Asparagus Dinner, preparing the annual events budget, or meticulously maintaining events administration, you will be expected to stay on top of it all. There will be colleagues looking for guidance, vendors requiring a quick decision, participants counting on you for everything. You will be the linchpin for our member events and need to have all hands on deck. You will:

- Plan and organise events with attention to financial and time constraints
- Curate content/topic of events
- Book venues and liaise with speakers
- Meet potential partners and create cost-cutting collaborations
- Manage vendors and negotiate for favourable terms
- Generate ticket sales by utilizing online marketing and sales channels
- Acquire event sponsors
- Manage and oversee all event operations (venue, invitations, F&B, floor management)
- Oversee events P&L
- Evaluate event’s success and submit reports.
Are You the One?

The person we are looking for is a passionate event organizer, project management wizard and sponsorship guru with a successful track record. You need to be a jack of all trades, enjoying social events and networking much as an in-depth political or economic discussion. The job requires:

- Demonstrated ability to lead & manage major events incl. sponsorship
- Excellent spoken and written English. Knowledge of the German language is an advantage
- Excellent communication and customer service skills
- Meticulous attention to detail
- Political and economic understanding
- Strong collaborating skills and ability to work across various internal functions and external partners
- Creative thinking and innovation
- Ability to work & multi-task under pressure and to tight deadlines
- Ability to work independently and take ownership
- Flexibility to adapt to a multi-cultural working environment.

Why Should You Work for Us?

The Malaysian-German Chamber of Commerce and Industry (MGCC®) is part of the global network of German Chambers of Commerce Abroad (AHK network) with 140 offices in 92 countries. MGCC is the official representative of German industry and trade in Malaysia, and is a member-based service organisation committed to providing advice to Malaysian and German companies with the aim to promote bilateral economic relations. You will be working at the heart of the Malaysian-German business community, cooperating closely with renowned German companies and contributing to shaping the economic cooperation of both countries.

Please send your cover letter, CV and salary expectations via email to hr@malaysia.ahk.de

Only shortlisted applicants will be notified