Projects Manager – Trade Development

We are looking for an independent, proactive and dynamic professional to join our Trade Development department.

What Will You Be Doing?

You will be supporting our Trade Development team in the acquisition and management of projects and to provide Marketing Services to our clients.

You will be involved in our German projects such as:

- Analyzing potential industries in Malaysia and suggesting topics to German Ministries
- Preparing proposals to apply for German projects
- Coordination and Organization of Delegations
- Report writing and reviewing
- Budgeting

You will also be involved in market studies and gathering market information such as:

- Preparing market study proposal, defining topic, creating research structure, outlining research timeline, preparing research questions
- Identify target groups for primary research
- Gathering information via primary research and secondary research
- Analyzing/tabulating/transcribing information
- Report writing, reviewing of reports

Are You the One?

The job requires:

- Demonstrated ability to lead & manage major projects
- Excellent spoken and written English & German is a must.
- Excellent communication skills
- Meticulous attention to detail
- Strong collaborating skills and ability to work across various internal functions and external partners
- Ability to work & multi-task under pressure and to tight deadlines
- 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 us your cover letter, CV and salary expectations via email to hr@malaysia.ahk.de

Only shortlisted applicants will be notified