

19.08.2025 - Auslandshandelskammern

Senior Project Coordinator - AHK Japan

 Full-time/Part-time: Fulltime

 Location: Tokyo

Apply at:

ysakae@dihkj.or.jp

With representations in 93 countries around the globe, the network of German Chambers of Commerce Abroad (AHKs), provides a local, distinctive, result-oriented service network – the largest of its kind in the world. The AHK network is tasked to advise, support and represent German companies worldwide that wish to develop or expand their business activities abroad. AHK Japan is the key institution of Germany's foreign trade promotion in Japan, representing the interests of German business in Japan. For our team in Japan, we are currently seeking at the earliest possible entry date a Senior Project Coordinator in our consulting section.

Become part of an international team and fascinating worldwide network.

About the position

- Responsibility for managing projects with a focus on the development of bilateral economic ties. Clients are primarily German companies or government agencies at the federal or regional level.
- Working closely with two operational departments to organize delegations and events.
- Involvement in internal projects.
- Project monitoring and reporting.
- Support in updating or implementing new project management related tools.
- Develop new projects in emerging areas with reference to potential German target groups.
- Preparation of project and market reports

Required qualifications

- Degree preferably in industrial management, business management, international management or other studies related to business and/or economics.
- Proven experience in the implementation of private and publicly-financed projects.
- Motivated, reliable and highly flexible personality.
- At least 10 years of professional experience in an international environment.
- Native level German or English speaker and fluent in the other. Japanese is a plus.
- Highly competent in all current MS Windows applications and working with CRM software.

What we offer

- Self-directed work in a pleasant, international workplace
- Local employment
- Salary and social insurance commensurate with experience and demands of the role
- Flexible working-hour scheme

Please send your application indicating your earliest availability and your salary expectations in English by email to [Ms. Yuka Sakae](#), HR Manager. *Please note that we may not reply to applications if the applicant's profile does not meet the minimum requirements.