



25.03.2024 - Auslandshandelskammern

## Project Manager (m/w/d) - AHK Canada

 Full-time/Part-time: Fulltime

 Application deadline: 09.04.2024

 Preferred start date: As soon as possible  Location: Toronto

Apply at:

[HR@germanchamber.ca](mailto:HR@germanchamber.ca)

The Canadian German Chamber promotes bilateral economic relations between Canada and Germany and is recognized as an official German Chamber of Commerce abroad by the German Chamber of Commerce and Industry Berlin. The Chamber is the primary contact for German and Canadian companies, organizations and individuals interested in market entry into the respective other country. The Chamber is a non-profit organization located in Toronto, ON, with a total headcount of 20 employees.

The purpose of this position is to initiate, plan and implement projects and services for corporate and public clients in Canada and Germany. These projects and services include writing project proposals, organizing publicly subsidized projects, delegations, and investment promotion activities as well as market entry consulting and business development tasks in different industries for German and Canadian clients.

### About the position

- Project management including writing project proposals, planning, executing, monitoring and completing /following up of publicly subsidized projects and other projects funded by German and Canadian clients (e.g. business trip programs, conferences and seminars, trade show participation)
- Tailored consulting services for German and Canadian companies (such as market studies, identification of business partners, organization of business trip, etc.),
- Handling of general inquiries from German and Canadian clients
- Developing specific industry knowledge based on projects
- Maintaining the database and filing system

## Required qualifications

- Bachelor's in Business, International Business or Social Sciences
- Minimum two years' experience in Sales & Marketing, Project Management, Business Development
- Experience in working with stakeholders from the private, non-profit and governmental sector
- Knowledge of and interest in different industries (for example mining, automotive, food, energy, others)
- Superior communication and interpersonal skills
- Advanced writing skills in German
- Advanced knowledge of Microsoft Office applications
- Highly self-motivated, positive presence, confident
- Excellent ability to complete tasks and meet deadlines with little supervision
- High attention to detail, organization, and service-oriented
- Fluent in English and German, mother tongue German is preferred, French is an asset

## What we offer

Thank you for your interest. Please send your resume and cover letter by **Tuesday, April 9, 2024** to [HR@germanchamber.ca](mailto:HR@germanchamber.ca).

Only candidates chosen for an interview will be contacted.

**Position:** Project Manager (m/w/d)

**Department:** Projects and Market Development

**Reports to:** Department Manager Projects and Market Development

**Estimated Start Date:** As soon as possible

**Work Location:** 480 University Avenue, Toronto, Ontario

**Job Type:** Full-Time, occasional evening work

**Experience:** Minimum two-year experience with similar responsibilities (experience with both non-profit and for-profit organizations is an asset)

**Languages:** Must be fluent in English and German, French is an asset

**Other:** Must be eligible to work in Canada