

10.05.2024 - Auslandshandelskammern

ProRecognition Officers (m/f/x) - AHK Philippines

 Vollzeit/Teilzeit: Vollzeit

 Gewünschter Eintrittstermin: Zum nächstmöglichen Zeitpunkt  Einsatzorte: Manila

Bewerben Sie sich unter:

judy.uri@gpcci.org

AHK Philippinen - Competent. Reliable. Fast. Identified as one of the Next-11 countries, the Philippines is considered as one of the upcoming, largest and fastest growing economies. The German-Philippine Chamber of Commerce and Industry Inc. (GPCCI) sees an undiscovered potential here. Since our foundation in 2008 we are determined to support the growth of the Philippine economy. We promote bilateral trade by supporting the market entry of German companies and represent Germany as strongest economic partner from Europe. We strongly believe in upholding our mission to serve as a working platform for the German business community and promote German companies, products and services.

Responsible for advising professionals on employment in Germany through consultations and events, promotion of ProRecognition through online marketing events and support the project administration. The position reports to Dual Training & Education and Special Projects Director.

Welche Aufgaben kommen auf Sie zu?

- Independently process initial enquiries via phone, email, or social media, manage the ProRecognition inbox, prepare case studies of all difficulty levels, and document the consultation as per SOP
- Coordinate, promote, conduct, and document information events and workshops
- Support the coordination with project partners
- Conceptualize, create and maintain the monthly content calendar based on frequent client enquiries, conduct quarterly content audits
- Conceptualize and coordinate short, interview, and video testimonials with success clients, create content for the ProRecognition website, monthly newsletter, social media channels and print collateral
- Support the project reporting by continuously updating case lists and giving inputs to the quarterly reports
- Coordinate with vendors and collect and process third-party invoices
- Other duties and responsibilities as may be reasonably assigned or delegated by GPCCI, such additional duties and responsibilities may include, but are not limited to:
 - Assisting other departments
 - Contributing to cross-functional projects
 - Taking on tasks outside the primary job scope

Was sollten Sie mitbringen?

- Any Bachelor's Degree
- At least 2 years of work experience with proven experience working in an advisory role and/or international recruitment
- In-depth knowledge of the German and Philippine professional education system, the German recognition system, job market, and immigration laws
- Marketing experience, relevant certifications are an added advantage
- Event management experience
- Language fluency:
 - English: Highest level, oral and written
 - German: Highest level, oral and written
- Excellent time management skills
- Excellent problem-solving skills with the ability to stay calm under pressure
- Excellent research and writing skills
- Interest in international talent acquisition and intercultural training
- IT Tools:
 - M365
 - Virtual meeting platforms: Zoom, MS Teams, GoToWebinar, etc
 - Canva, social media platforms

If you are interested in this position, please send application to Ms. Judy Uri at judy.uri@gpcci.org. Only shortlisted candidates shall be contacted through email.