



Berlin

Tokyo



## OPEN POSITION FOR Event Coordinator m/f/d

Be part of an international team and a  
fascinating global network

## About us

With offices in 93 countries around the globe, the German Chamber Network offers a local, distinctive, results-oriented service network - the largest of its kind in the world. The mission of the AHK network is to advise, support and represent German companies worldwide who wish to develop or expand their business activities abroad.

AHK Japan is the key institution of German foreign trade promotion in Japan and represents the interests of German business in Japan. Due to a scheduled retirement of the incumbent in the first quarter of 2025, we are currently looking for an **Event Coordinator** to join our Event Management Department at the earliest possible entry date.



German Chamber of Commerce  
and Industry in Japan  
在日ドイツ商工会議所



## Your role



- Organization and technical support of on-site and virtual events for all customers of AHK Japan
- Selecting, negotiating and booking of event locations & logistic services as well as service providers
- In charge of mailings and invitation management, participants management and invoice management for events
- Support in setting up webpages for events

## Your profile



- Minimum of 3 years working experience in comparable roles, preferably in an international business environment
- Self-starter, motivated, reliable, proactive and flexible personality with strong capability to work under time pressure and who likes multitasking
- Ability to carry out tasks independently, accurately and promptly
- Native level Japanese and business English required. German is a plus
- Competent in all current MS Windows applications and working with CRM software


## We offer




- Flextime system and hybrid workstyle
- Local employment
- Salary and social insurance commensurate with experience and demands of the role
- Topic- and purpose-oriented working environment
- Self-directed work in a pleasant, international workplace




Please send your application in English and Japanese indicating your earliest availability and your salary expectations by email to Ms. Yuka Sakae, HR Manager

 **German Chamber of Commerce and Industry in Japan (AHK Japan)**

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