



Berlin

Tokyo



OPEN POSITION FOR Manager, Member Relations (m/f/d)

Become part of an international team
and fascinating worldwide network

About us

With representations in **93 countries** around the globe, the network of German Chambers of Commerce Abroad (AHKs) provides a local, distinctive, result-oriented service – 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 **Manager** for our **Member Relations** Department.



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



Your role



- Direct new member acquisition
- Serving to 470+ corporate member accounts
- Identify and develop services as well as topics of interest to our corporate members
- Develop initiatives, event programs and working groups/roundtables
- Initiation of and overall responsibility for social events and the Annual General Meeting
- Cooperate in areas of common interest with other national chambers and the European Business Council (EBC)
- Responsibility for budget including forecasting and control with regards to member related activities
- Constantly review and optimize all processes in the area of responsibility
- Manage a team of three
- Reporting directly to the CEO

Your profile



- Degree in international management or other studies related to business and economics
- Several years of proven experience in customer relations, project or event management
- Firm grasp on topics of interest to our corporate members and German-Japanese business community
- Highly creative and flexible with yet strong organizational abilities
- Motivated, reliable, flexible and resilient personality with effective communication skills
- Ability to work tight timelines in a complex customer and stakeholder environment
- Native level in English or German and very good command of the other one, Japanese is a plus
- Proficient in all software, communications and CRM tools

We offer



- Self-directed work in a pleasant, agile and international working environment
- Own area of responsibility
- High visibility in the German-Japanese business community in Japan
- Local employment
- Salary commensurate according to skills, experiences and demand of the role
- Benefits/social insurance as mandated by Japanese Labor Law
- Flexible working style pattern



Please send your CV including photo and references, indicating your earliest availability and salary expectations in English by email to Ms. Yuka Sakae, HR Manager



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

Sanbancho KS Bldg., 2-4 Sanbancho
Chiyoda-ku, Tokyo 102-0075, Japan

+81-(0)3-5276-8122

ysakae@dihkj.or.jp

www.japan.ahk.de



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

PartnerForBusiness