

Specialist, Business Promotion & Conferences (m/w)

The American Chamber of Commerce in Germany e.V. (AmCham Germany) is a private, non-profit organization that represents the interests of its 3,000 American and German members. AmCham Germany is the largest bilateral economic organization in Europe. AmCham Germany's mission is to promote unrestricted competition, trade, and investment between Germany and the United States. To find out more, please visit: www.amcham.de

We are seeking a qualified and highly motivated individual to support the Business Promotion Division in our Frankfurt office.

Duties include:

- organizing and coordinating AmCham's series of business briefings, business conferences and workshops throughout Germany (some travel required)
- budget management, coordination of registration process, on-site arrangements, speakers and content
- close cooperation/communication with AmCham member companies, hotels, caterers, and other organizations
- marketing and public relations support before and during AmCham and/or third party events
- assisting in day-to-day administrative work

Requirements are:

- college/university degree
- marketing / sales experience
- excellent knowledge of English and German language: written and spoken
- creativity, independence, the desire to take initiative and multitask, strong organizational skills
- general knowledge of current business developments and topics
- strong personal skills
- team player

Application process:

- applications are now being accepted until March 12, 2010
- only applicants invited for an interview will be contacted
- candidates should please send their complete application (incl. cover letter, résumé and degrees etc.) in English and German in **one** document each and in **electronic** form
- please indicate availability to begin and your salary expectations

If you are seeking a challenging position with exposure to high level decision makers in the public and private sector, please submit your application documents to:

American Chamber of Commerce in Germany e.V.
Frau Dorothee Averwald
daverwald@amcham.de