

<b>Denomination of the position</b>	<b>:</b>	<b>Junior Manager, Delegations</b>
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## **DUTIES & RESPONSIBILITIES**

- Handling the acquisition, preparation and management of international business delegations and B2B meetings in Malaysia. This includes but is not limited to supporting the Senior Manager in the application process, the implementation of business missions and the follow-up activities.
- Managing communication, administration and reporting activities with clients, participants and suppliers in close cooperation with the Senior Manager.
- Managing communication with local project partners, e.g. authorities, government agencies, associations and business councils in close cooperation with the Senior Manager.
- Conducting market research on specific industries in Malaysia within the framework of funded projects, which includes preparing market study proposals, defining topics, creating research structure, outlining research timeline and preparing research questions in English and German.
- Sharing results and challenges within the framework of professional interchange and exchange on projects/initiatives proactively. This includes collaborating for cross selling and joint selling of service packages.
- Assisting in research for market studies and partner searches (basic services) as and when needed.
- Ensure proper and transparent filing of all documents and files in accordance with internal guidelines
- Further tasks as assigned by the employer.

## **REQUIREMENTS**

- Bachelor or higher degree.
- Previous work experience in the field of economic relations or sales is favorable.
- Fluency in spoken and written business English. Basic German language skills are an advantage.
- Sound skills in interpersonal and intercultural communication and a strong customer orientation are essential.
- Excellent skills in project management as well as a strong organizational talent.
- Working independently will be required to achieve results. However, work in an international team will also be essential to achieve important deadlines and successfully execute projects.
- The post holder must be able to take the initiative to solve problems within the scope of his/her role.

**This is a local position in Malaysia under a contract defined by local standards and conditions.**

**Please send us your cover letter, CV, salary expectations and notice period via email to [hr@malaysia.ahk.de](mailto:hr@malaysia.ahk.de)**

**Only shortlisted applicants will be notified**