

Denomination of the position	: Junior Manager, Market Entry
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The Junior Manager Market Entry is responsible for delivering essential market entry services to clients

DUTIES & RESPONSIBILITIES

- Compiling address lists and identifying potential business partners
- Providing verified information on target companies, including:
 - General contact details and key personnel
 - Shareholder structures
 - Financial data such as revenue and profit from the previous fiscal year
 - Customized insights based on client needs
- The role involves independently planning and executing these services in a timely manner, ensuring alignment with the expectations of both internal and external stakeholders. All activities are carried out in close coordination with the Head of Services to maintain quality and consistency.
- Lead market and location analysis for targeted industries in Malaysia including developing market study proposals, defining research topics, designing research frameworks, setting timelines, and formulating key research questions. Emphasis is placed on using relevant data sources and methodologies to ensure actionable insights.
- Promote MGCC's products and strategic initiatives to potential business partners.
- Actively share project outcomes and challenges within a professional network to foster mutual learning and innovation. Collaborate on cross-selling and joint-selling opportunities by integrating service packages and leveraging shared client relationships.
- Provide research assistance for market studies, partner identification, and public sector projects. Responsibilities may include data collection, analysis, and preparation of research summaries or reports.
- Support the execution of projects, including coordination of B2B engagements such as meetings, matchmaking, and follow-ups. Activities are carried out in alignment with directives from the Head of Services.
- Advise customers on Key Account Management (KAM) processes in close collaboration with the Head of Services. Demonstrate familiarity with pricing structures and contractual terms to address general customer inquiries. Assist with administrative tasks related to KAMs and tenants of the German Business Centre including coordinating financial matters with the finance department 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. German language skills are an advantage.
- Interpersonal and intercultural communication skills and a strong customer orientation are essential.
- 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

Only shortlisted applicants will be notified