

Seminar Coordinator - American Chamber of Commerce in Germany e.V.

The American Chamber of Commerce in Germany (Frankfurt office) has an immediate opening for a Seminar Coordinator to work in its Business Services Department.

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.

Duties include

- organizing and coordinating AmCham's series of seminars, conferences, and workshops throughout Germany (some travel required)
- budget management, coordination of registration process, on-site arrangements, speakers
- 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 and membership support

Requirements are

- college/university degree
- fluent 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
- only applicants invited for an interview will be contacted
- candidates should send a cover letter and a resume in electronic form to Martha Lyczak (mlyczak@amcham.de)
- please indicate availability to begin