



31.07.2024 - Auslandshandelskammern

Manager Communications m/f/d - AHK Japan

 Full-time/Part-time: Parttime

 Preferred start date: As soon as possible  Location: Tokyo

Apply at:
ysakae@dihkj.or.jp

With offices in 93 countries around the globe, the German Chamber Network offers a local, distinctive, results-oriented service network -the largest of its kind in the world. The mission of the AHK network is to advise, support and represent German companies worldwide who wish to develop or expand their business activities abroad.

AHK Japan is the key institution of German foreign trade promotion in Japan and represents the interests of German business in Japan. Due to an upcoming vacancy at the end of the year, we are currently looking for a Manager to join our Communications Department at the earliest possible date.

About the position

- In charge of maintaining AHK Japan's website, creating social media content and channels
- Ensuring a consistent, positive and professional appearance of AHK Japan
- Creating marketing materials for events in collaboration with all departments
- Planning and implementation of marketing initiatives
- Manage, maintain and guide AHK Japan's branding
- Maintain excellent relations with German and Japanese partners, organizations and member companies
- Offline event support
- Coordinating two team members and interns
- Responsible for the department budget
- Reporting directly to the CEO

Required qualifications

- BA in marketing, communications, social sciences or public relations
- Self-starter with minimum of five years successful experience in marketing, communications or public relations including managing budgets
- Experience in the design and implementation of marketing and communications activities
- Experience in identifying engaging topics/content for AHK Japan media
- Hands-on and multitasking mentality
- Strong personal and social skills; commitment to cross-functional teamwork
- Native level German and English; business Japanese required
- Strong MS Office, Adobe Illustrator and Adobe Photoshop skills are a must
- Well experienced in Website management and CMS Ibexa
- Social media savvy (LinkedIn, Facebook, YouTube)

What we offer

- Topic- and purpose-oriented working environment with focus on the promotion of German-Japanese economic relations
- Self-directed work in a pleasant, international workplace
- Local employment
- Salary and social insurance commensurate with experience and demands of the role
- Flexible working-hour scheme

Please send your application in English and Japanese indicating your earliest availability and your salary expectations by email to Ms. Yuka Sakae, HR Manager.