

## **Assistant, Communications and Services**

The American Chamber of Commerce in Germany (AmCham Germany) is the oldest bilateral commercial organization in Germany with over 100 years of experience. With 3,000 members, AmCham Germany is also the largest bilateral economic organization in Europe. Our goals include strengthening German-American economic relations and promoting Germany as an investment location.

We are seeking a qualified and highly motivated individual (**US native speaker**) to support the Business Services Division in our Frankfurt office in our marketing communication and services activities.

### **The Assistant, Communications & Services**

is responsible for supporting AmCham Germany's marketing communication and membership services by planning and developing communication tools and providing business services.

#### **Profile:**

- Academic background (at least a BA), preferably in business or marketing
- Some work experience in marketing communications
- Familiarity with publishing processes
- Excellent writing and editing skills (English **and** German)
- Customer relationship skills
- Project management skills
- Design skills (Creative Suite experience, especially InDesign, desired)
- Ability to work in an international business environment
- Strong computer and web management skills (Typo3 experience desired)

#### **Duties:**

- Production of membership magazine and membership directory
- Support the planning and implementing of the organization's communications and corporate identity strategy
- Management of print material stock and orders
- Production of 2 monthly newsletters
- Teamwork in internship program

In case of further questions concerning this position, please contact Ms. Patricia Limburg:

E: [plimburg@amcham.de](mailto:plimburg@amcham.de)

T: +49 69 929104-40

If you are interested in this position, please email your application materials (German **and** English) **by July 31, 2011** to Ms. Juliane Reitzig.

E: [jreitzig@amcham.de](mailto:jreitzig@amcham.de)

More information about AmCham Germany is available at [www.amcham.de](http://www.amcham.de).