



## Assistant Manager Events & Membership

**London**  
**Chamber of Commerce**

<b>Position type</b>	Permanent. Full-time.
<b>Salary</b>	Negotiable
<b>Position information</b>	<p>The German-British Chamber of Industry &amp; Commerce is looking for an Assistant Manager for its Events &amp; Membership team to start as soon as possible.</p> <p>Membership promotion and administration</p> <ul style="list-style-type: none"><li>- communicating with members and potential members</li><li>- developing and carrying out of marketing activities to attract new members</li><li>- database update and internet research</li><li>- analysing and presenting statistical information and data</li><li>- credit control</li></ul> <p>Events organisation</p> <ul style="list-style-type: none"><li>- Assisting in the organisation and running of Seminars, Business Luncheons/Dinners and Receptions with guest speakers from business and politics</li></ul> <p>The ideal candidate should have the following skills and experience:</p> <ul style="list-style-type: none"><li>- Fluency in German and English</li><li>- Customer Service/Sales experience</li><li>- MS Office</li><li>- Database management</li><li>- Social media</li><li>- Strong organisation skills and attention to detail</li></ul>
<b>Application closing date</b>	31 May 2017

**For application or further details, please contact:**

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