

Junior Graduate Program– Market Research and Membership Support (UAE National)

at the German Emirati Joint Council for Industry & Commerce (AHK)

Dubai

The AHK is part of the worldwide network of German Chambers of Commerce Abroad and is tasked with the promotion of bilateral economic and business relations. This is accomplished and conducted through various customer-oriented services, events and export initiatives by the German government and other stakeholders. In addition to this, AHK is a communication and networking platform for its approximately 750 members based in the region and Germany. The German Emirati Joint Council for Industry and Commerce (AHK) in Dubai has a regional responsibility for the countries Oman, Qatar, Kuwait and Pakistan and also maintains offices in Abu Dhabi, Doha and Muscat. In addition, it is closely linked to the Iraq offices, Baghdad and Erbil.

This is a cross-departmental role that supports the organization's engagement with local entities and potential member companies. The role is more suitable for young professionals, focusing on building strong networks, enhancing the company's visibility, and supporting the AHK's regional offices in their outreach activities.

Responsibilities and What to Expect:

- Support the development of the members acquisition in the UAE (public and private sector).
- Outreach to potential new local AHK members.
- Update and further develop the AHK's CRM database.
- Work closely with the Kuwait team lead to further support the AHK presence and activities
- Support in the organization of conferences and events, as well as inbound delegations from Germany.
- Conduct market research, industry monitoring, and data collection for business development initiatives.
- Attend local trade fairs and events to increase AHK's visibility and presence.

Knowledge and Expertise:

- Young professional or fresh graduate with an academic/educational background in business, marketing, communication, international relations, or related subjects.
- Proficiency in operating with standard MS Office software, CRM and IT platforms.
- Strong communication skills in English, verbally as well as in writing. Working knowledge in German is an additional asset but no mandatory requirement.
- Can-do attitude, strong communication skills and customer-orientation due to frequent interaction with local and international partners.

Please send your **full application including your salary expectations** to: hr@ahkuae.com.