

## **Job Opportunity: AHK Operations and Event Support Officer**

Location: Cairo, Egypt | Full-time | Starting date: As soon as possible

### **About Us**

AHK Egypt is the official representation of the German business community in Egypt and one of the largest bilateral chambers in the region.

The employment will be under DEinternational Egypt LLC, the Chamber's consulting and project unit, which serves as the professional interface between our members, clients, and the German-Egyptian business ecosystem.

### **Your Role**

We are seeking a motivated and detail-oriented Assistant to the Operational Head to support in administrative tasks, research activities, and event organization. This role is ideal for candidates who enjoy working in a dynamic, international environment and are passionate about supporting meaningful business and cooperation initiatives.

### **Key Responsibilities**

#### **Administrative & Project Support**

- Provide day-to-day administrative assistance, including scheduling, documentation, and internal coordination.
- Assist in preparing reports, presentations, and correspondence in English and/or German.
- Assist in government and institutional relations

#### **Research & Reporting**

- Conduct desk research on business sectors, market trends, and relevant topics.
- Compile findings into concise summaries, factsheets, or briefing materials.

#### **Event Organization**

- Assist in planning and executing business events and workshops
- Assist in coordinating logistics such as venue booking, catering, materials, and guest lists.
- Support onsite event management and post-event follow-up.

#### **Communication & Collaboration**

- Liaise with internal departments and external partners to ensure smooth project execution.

- Handle inquiries professionally and contribute to team communication efforts.

### Your Profile

- University degree in Business, Communications, International Relations, or a related field.
- 1–3 years of relevant experience in administration, event coordination, or research.
- Strong organizational and communication skills with high attention to detail
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Fluency in English and Arabic.
- German proficiency is highly recommended.
- Ability to work independently and as part of a multicultural team.
- Professional demeanor and attention to detail.
- High level of motivation

### What We Offer

- A collaborative and international work environment.
- Exposure to high-impact projects and events.
- Opportunities for professional growth and development.
- Competitive local remuneration and benefits.
- Partial remote work options.
- One-year fixed-term contract with potential for renewal
- Work location: Mohandiseen | Working hours: 8:00 am – 4:30 pm (flextime model)

### How to Apply

Please send your CV, a motivation letter including your salary expectation and earliest possible starting date to [careers@ahk-mena.com](mailto:careers@ahk-mena.com)

Subject: Application – AHK Operations and Event Support Officer

Applications are reviewed on a rolling basis until the position is filled.