Deutsch-Kanadische Industrie- und Handelskammer
Canadian German Chamber of Industry and Commerce
Chambre Canadienne-Allemande de l'Industrie et du Commerce

Project Coordinator

- Employment Type: **Full Time**
- Application deadline: **January 15, 2027**
- Preferred start date: **May 1, 2027**
- Location: Toronto, Ontario (hybrid)

Apply at: info@germanchamber.ca with the subject "Application Project Coordinator"

The Canadian German Chamber of Industry and Commerce Inc (CGCIC) promotes bilateral economic relations between Canada and Germany and is recognized as an official German Chamber of Commerce abroad by the German Chamber of Commerce and Industry Berlin. CGCIC is the primary contact for German and Canadian companies, organizations and individuals interested in market entry into the respective other country. It is a not-for-profit organization located in Toronto, ON, with a headcount of 20+ employees.

We are looking for a full-time Project Coordinator to support companies with their market entry and business development in Canada and Germany. This includes designing strategies, researching market opportunities and finding partners in different industries.

You will be a valuable member of a dynamic team which is passionate about business development, market entry and bilateral trade. In our fast-paced environment you take responsibility for individual tasks, work on exciting projects and prove teamwork skills on a daily basis. Interesting and varying tasks, inclusion in a far-ranging network of high-ranking individuals and occasional travel across Canada. A modern office in downtown Toronto and the opportunity for remote work allow for great flexibility and a hybrid work environment. Benefits include, among others, 20 paid vacation days and health insurance.

About the task

- Handling of inquiries from German and Canadian clients
- Providing tailored consulting services for German and Canadian companies (such as market studies, identification of business partners, organization of business trip, etc.)
- Project coordination
- Developing specific industry knowledge

Required qualifications

- Fluent in English and German, French is an asset
- Bachelor's degree or higher in Business, International Business or Social Sciences
- Previous experience in Project Management, Business Development and/or public administration is an asset
- Superior communication and interpersonal skills
- Interest in different industries
- Advanced writing skills in German
- Advanced knowledge of Microsoft Office applications
- Highly self-motivated, positive presence, confident
- Excellent ability to complete tasks and meet deadlines with little supervision
- High attention to detail, organization, and service-oriented

Apply here

Thank you for your interest.

Please send your resume and cover letter by **Friday, January 15, 2027,** to info@germanchamber.ca with the subject "Application Project Coordinator"

Only candidates chosen for an interview will be contacted.

Position: Project Coordinator
Reports to: Head of Project Management and Market Development
Estimated Start Date: May 1, 2027
Work Location: 480 University Avenue, Toronto, Ontario
Job Type: Full-Time, occasional evening work
Experience: Up to 1 year experience with similar responsibilities
Languages: Must be fluent in English and German, French is an asset
IMPORTANT: Must be eligible to work in Canada for at least one year