







Project Manager

-  Employment Type: **Full Time**
-  Application deadline: **April 4, 2025**
-  Preferred start date: **As soon as possible**
-  Location: Toronto, Ontario

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

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.

The purpose of this position is to initiate, plan and implement projects and services for corporate and public clients in Canada and Germany. These projects and services include writing project proposals, organizing publicly subsidized projects, delegations, and investment promotion activities as well as market entry consulting and business development tasks in different industries for German and Canadian clients.

We are looking for a full-time Project Manager to join the Department of Project Management & Market Development. As a Project Manager you are a valuable member of a dynamic team which is passionate about business development, market entry and bilateral trade. In our fast-paced work environment and in this role you take responsibility for individual 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 and to Germany make this position truly unique. A modern office in downtown Toronto and the opportunity for remote work allow for great flexibility and a hybrid work environment. Benefits include amongst others 20 paid vacation days and health insurance.

Tasks

- Project management, including writing project proposals, planning, executing, monitoring and completing/following up of publicly subsidized projects and other projects funded by German and Canadian clients (e.g. business trip programs, conferences and seminars, trade show participation)
- Tailored consulting services for German and Canadian companies (such as market studies, identification of business partners, organization of business trip, etc.)
- Handling of general inquiries from German and Canadian clients
- Developing specific industry knowledge based on projects
- Maintaining a database and filing system



Required qualifications

- Fluent in English and German (German as native language is preferred), French language skills are an asset
- Bachelor's degree or higher in Business, International Business or Social Sciences
- 1-3 years' experience in Project Management, Business Development and/or public administration
- Superior communication and interpersonal skills
- Experience in working with stakeholders from the private, non-profit and governmental sector
- Knowledge of and interest in different industries (for example mining, automotive, food, energy, others)
- 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 **Tuesday, April 4, 2025** to info@germanchamber.ca with the subject "Application Project Manager"

Only candidates chosen for an interview will be contacted.

Position: Project Manager

Department: Project Management and Market Development

Reports to: Head of Project Management & Market Development

Estimated Start Date: As soon as possible

Work Location: 480 University Avenue, Toronto, Ontario

Job Type: Full-Time, occasional evening work

Experience: 1–3-year experience with similar responsibilities (experience with both non-profit and for-profit organizations is an asset)

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