



Job Opportunity: Associate Project Manager (m/f/d) – San Francisco

Are you a go-getter with an entrepreneurial spirit and a passion for clean tech, climate tech, and mobility? Do you want to play a key role in boosting the German economy? If you're ready to dive into impactful projects and make a difference, we want to hear from you! Join us in shaping a sustainable future together! 🌍🌟

As an Associate Project Manager, you'll jump into hands-on experience with a leading transatlantic business organization, where innovation meets international business. You'll play a key role in programs that help German companies expand into the U.S. market, hosting trade missions and guiding stakeholders through the exciting complexities of this landscape. Collaborating with diverse teams and influential leaders, you'll build a network that spans continents while directly supporting businesses on their growth journeys. This is your chance to gain invaluable skills in project management and international trade, all within a vibrant team that values creativity, collaboration, and fresh ideas!

About Us

The Representative of German Business (GACC West/AHK) in San Francisco is part of the global network of German Chambers of Commerce, operating in 150 locations across 93 countries. We officially represent German industry interests in the Western United States, aiming to create sustainable business growth and support German companies in becoming more innovative.

Your Role

- Craft persuasive project proposals and grants in German while delivering impactful market studies across various industries like clean tech, renewables, mobility, IoT/AI, and more.
- Support/execute programs, conferences, and industry-specific workshops.
- Support/execute B2B-Matchmaking with business, innovation, and sales partners in the US for German clients.
- Manage multiple projects from conceptualization to implementation and follow-up.
- Occasionally travel with German delegations on the US West Coast.
- Intensify contacts with German and American business partners via phone and email.
- Assist in the development of market entry strategies and consulting for various clients.
- Support the team manager in the daily administrative work.

Your Skills

- Bachelor's Degree in International Business, Entrepreneurship, Management, Economics, or a related field, Master's Degree is a plus.
- 1-2 years of relevant work experience.
- A good understanding of business concepts and experience conducting market research.
- Essential project management skills, attention to detail, and high accountability.
- Excellent written and verbal communication skills in both German and English.
- A passion for connecting people and creating win-win situations.
- The ability to thrive under pressure, adapt quickly to change, and maintain a positive attitude.
- Proactive, problem-solving mindset, and accountability in all tasks.



What We Offer

- Insight into U.S.-German business relations and access to a global network.
- Outstanding opportunities for growth and personal development
- The chance to learn about emerging industries and cutting-edge technologies.

- 20 days of paid vacation per year, plus 14 holidays.
- A comprehensive benefits package including health, dental, and vision insurance, as well as a competitive 401(k) plan after 1 year.
- The option for two remote workdays per week.
- Salary range: \$70,000 – 72,500 per year.

Start Date

- ASAP

Location

- San Francisco Financial District (close to Montgomery Bart Station)

How to Apply

Send your application, including resume, cover letter (in English), references, and salary expectations to Sabine Grad at career_sf@gaccwest.com with the subject line: "Last name, name – Associate Project Manager".

Note: In compliance with U.S. federal law, all persons hired must verify their identity and eligibility to work in the United States and complete the required employment eligibility verification document form upon hire.

Thank you for your interest! Due to the high volume of applications, we are unable to respond to each applicant individually. If your skills match our needs, we will contact you. Thank you for your understanding.