

Events Coordinator - Internship

Company

The Franco-Thai Chamber of Commerce (FTCC) pro-actively builds up tailor-made solutions to enlarge and support its business community. Thanks to its long lasting and growing experience, the FTCC helps its 336 members to start, develop their business, gain exposure and boost their network.

The FTCC is looking for a competent candidate for the position of “Events Coordinator - Intern”

Responsibilities

Under the supervision of the Business Club Director and in collaboration with other Events Coordinators and Manager, she/he will be in charge of the following events: Fairs, Annual Gala dinner, events from the working committees (Networking Cocktail, Breakfast Talk, Site Visits etc.) In 2018, FTCC organize or co-organize an average of 72 events.

The Events Coordinator manages each event as a whole project and he/she will have to take the lead on half of the events and support the other Events Coordinators on the other half:

Events & Fairs planning

- Identify the themes, the animations and the speakers
- Manage the events' logistics: project timeline, venue, technics, set-up, select and supervise suppliers
- On the day of event: welcome participants, prepare badges, listing of attendees
- Manage the invitation and booking of the exhibiting companies and, when applicable, the participants
- Select and drive the Event agencies (when needed)
- Set up accurate customer satisfaction tools to analyze and improve the quality of the events

Promotion

- Prepare the communication brief and work closely with the Communication Department to prepare digital & print promotional tools (briefing with graphic designer and follow-up of the printing company when needed)
- Sale the events through different channels and the booths to exhibiting companies
- Find and manage sponsors

Budget management

- Set up the fairs and event's fees
- Edit the invoices and follow-up payment with the help of the Accountant
- Prepare monthly report/P & L for the Board & Executive Director




Profile

- French National with excellent communication in English
- Pro activity and can work under-pressure
- Dynamism, analytical skills, attention to details, rigor and reliability

Conditions

- Local open term in Bangkok (Pathumwan)
- Starting As Soon As Possible

Why should you join the FTCC?

-  You want to challenge yourself to an International environment
-  The team & the company is important for you: we are team of 17 permanent and 1 intern , a mix & multicultural team, unify in our work and with a strong team spirit
-  The location of our office is easily accessible by MRT or BTS

Interested candidates, please send application to employment@francothaicc.com
Only shortlisted candidates will be notified.

