

HR & 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 “**HR & Events Coordinator - Intern**”

As soon as possible.




Responsibilities

Under the supervision of the FTCC HR Director, you will be in charge of providing HR services to our Members and the FTCC team:

HR SERVICES

-  **For companies:**
 - Promote recruitment consultancy service and provide a first level of administration and legal information
 - Short-list Talents to promote (with the CV-Link) and interview and evaluate profile for referral on job offers
-  **For candidates:**
 - Welcome and inform French nationals who contact the Chamber, looking for a job in Thailand
 - Registered candidates profiles into the CRM and follow-up potential talents
-  **For FTCC Team:**
 - Recruit interns and permanent staff with the help of the HR Director
 - Be part of the FTCC team and listen to their needs
 - Provide idea for potential outing and training
-  **Universities Relation**
 - Create a good relationships with universities and Campus France to maintain a pool of Thai Talents for the Chambers, our Members and Bonjour Talents International Job fair

EVENTS SERVICES IN LIAISON WITH THE HR – ENTREPRENEURS & SMEs COMMITTEES

-  **Missions/Responsibility**
 - **Logistic:** choose a date, welcome and be at the event on D-Day
 - **Communication:** prepare the communication brief and coordinate with the COM-team, invite participants with FTCC & HR databases, create survey (when require: BSD & BJT) and thank you email to participants and make report for the Board & FTCC Executive Director
 - **Administrative:** Prepare monthly report/P & L for the Board & Executive Director, update or create profile on our CRM databases
 - **E.G. of events:** **Business Speed Dating** / BSD (twice a year), **HR-Breakfast Talk** (3-4 time per year), yearly **2-day Cross-Cultural Workshop**, yearly **Bonjour Talents International Job Fair** / BJT)
-  **Special actions for Bonjour Talents International Job Fair:**
 - **Recruit exhibitors**
 - **Logistic:** coordinate with the FTCC Team
 - **Digital Communication:** coordinate & schedule the communication plan for Bonjour Talents Facebook page,
 - **Printing Communication:** collect information from Exhibitors and Sponsors/Partners to create the Booklet, flyers, brochures
-  Any other project or events which could be leaded or ask by both Committees (e.g.: Entrepreneurs Award, Meet the Experts, sites visit etc.)

Willingly undertakes any other assignment or duties as may be assigned from time to time

Profile

- 🇫🇷 French National with excellent communication (both verbal and written) in English
- 🇫🇷 Bachelor or Master's degree, ideally with 2-3 years of professional experience
- 🇫🇷 Strong organizational skills with ability to prioritize activities in a competitive environment
- 🇫🇷 Client focused and service minded, eager to get involve and help

Conditions

- 🇫🇷 Office - the Center of Bangkok Business area
- 🇫🇷 Minimum - 6-month internship

Why should you join the FTCC?

- 🇫🇷 The FTCC team will give you the chance to have your first professional experience within an international environment in Thailand
- 🇫🇷 The team will welcome you warmly: we are 17 permanent and 1 intern, a mix & multicultural team, unify in our work and with a strong team spirit
- 🇫🇷 Package: salary + training/outing + 20 days off + insurance + annual medical check-up + annual bonus

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



Franco-Thai
Chamber of Commerce
หอการค้าฝรั่งเศส-ไทย