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## Belgian-Luxembourg/Thai Chamber of Commerce (BeLuThai)

### Position: Marketing and Event Coordinator

The Belgian-Luxembourg/Thai Chamber of Commerce (BeLuThai) is a small but very dynamic chamber comprising of some 100 corporate and individual members. The aim of BeLuThai is to further support market access to and investments in Thailand for Belgian and Luxembourg companies. We provide information and services to our members concerning commerce, industry, finance and investment, and we organize network events and activities relevant to Belgian, Luxembourg and Thai businesses.

We are looking for a *Marketing and Event Coordinator* to join the team. This is a varied role that requires an enthusiastic friendly professional personality.

#### Qualifications:

- Thai Nationality
- Good communication in English is required
- Computer literate including Microsoft Office applications, web design, adobe applications
- Sale and Customer Service skills
- Networking skills
- Multi-tasking skills
- Understanding of social media sites
- Positive and hardworking attitude

**Salary Range:** 20-25K

**Package:** Annual bonus, health Insurance and holidays

#### Job Description

Duties include, but are not limited to

- Social Media & marketing updates (Website, Facebook, LinkedIn etc.)
- Assist the team on digital marketing and advertising website banners.
- Manage CRM Emails and Newsletters
- Events follow up with hotels and suppliers
- Manage the invitation and booking of the participants
- Find and manage sponsors
- Assist the team on marketing and advertising opportunities for Magazine
- Follow up sales and artworks from Advertisers and Content providers
- Liaise with the Art Director, printing company, monitor their process with minimum error and deliver within time frames

**Interested candidates, please send resume/CV to [admin@beluthai.org](mailto:admin@beluthai.org)**