

BUSINESS SUPPORT COORDINATOR

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 “**Business Support Coordinator**” As Soon As Possible.

Reports to Business Support Manager, Overall Supervision by Business Support Director

Responsibilities

Explore the working scope of Business Support Department and participate actively to the assigned work here below classified by priority:

A. Operate daily tasks under supervision of Business Support Manager

1) Enquiries Management:

- Screen all incoming business support-related enquiries from French C^{ies} asking for information or services
 - 🕒 Acknowledge receipt, propose basic knowledge on the subject with options of payable services with daily fees, or orient them to more suitable organizations/ FTCC members
 - 🕒 In case of asking for meeting, accompany Business Support Manager to the meetings to learn how to answer to clients and get better understanding on business issues and context.

2) Project Management

- Assist Business Support Manager in establishing list and mission for each individual client upon their needs
 - 🕒 **List set up:** study clients’ needs, research through associations/organisations, telemarketing for contact verification; build up list and submit to client
 - 🕒 **Trade mission:** after list finalization, prepare program of meetings with business potential partners, facilitate logistic arrangements upon request, accompany clients (with interpretation service if needed), brief clients on Thailand business environment if needed before mission start-up and debriefing to evaluate the results of the work and further improve the services
 - 🕒 **Market Study:** conducting a market survey either by phoning or by doing a questionnaire. A final report must be edited with the current situation of the market, benchmarking with existing competitors and strategies recommendation if any.

3) Industry Sectors Monitoring

- 🕒 Read newspaper daily and make notes on market information and change in regulations
- 🕒 Visit local trade fairs and identify key players in the industry

B. Support the sales of Business Center in liaison with BS Manager and Admin Manager

1) Enquiries Management

- 🕒 Reply to the first enquiry about Business Center according to the template provided.
- 🕒 Giving information concerning price, timeline and documentation in coordination with BS Manager and Admin Manager

2) Tenants’ assistance

- 🕒 In absence of Receptionist/Admin Officer, take care of the enquiries required by all tenants while keeping Business Support Manager and Admin Manager informed

C. Upon availability, take part in new projects in view of developing Business Support Department

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

Profile

- 🕒 Thai nationality; fluency in French and English (written and spoken)
- 🕒 Degree or experience in business and trade
- 🕒 Dynamic, autonomous, reliable, service-minded, and respect of deadline

Conditions

- Local contract
- Starting As Soon As Possible

Why should you join the FTCC?

- To challenge yourself within an International environment
- The team & the company is important for you: we are team of 15 permanent and 1 intern, a mix & multicultural team, unify in our work and with a strong team spirit
- We offer great advantages: trainings (languages classes, public speaking session, sales training and so much more), days-off, insurance
- The location of our office is easily accessible by MRT or BTS

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



Franco-Thai
Chamber of Commerce
หอการค้าฝรั่งเศส-ไทย