






# Event & Membership Internship

## Company





The Franco-Thai Chamber of Commerce (FTCC) is a non-profit organization created in 1966 to support the Franco-Thai business community in Thailand. For our various department, we are always looking for motivated young professional to join our team. The FTCC has 4 departments:

-  **Business Club: Events & Membership**
-  Business Support for French Companies
-  Business Support for Thai Companies under the name of Promosalons Department
-  Communication
-  Human Resources








For our Business Club Department, the FTCC is looking for a new Events & Membership Intern for a 6 months internship **starting ideally in August / September 2018**.

## Responsibilities

Reporting to the Events Coordinators, the candidate will be in charge of the following tasks:

-  Support the team in organizing and running the FTCC networking events:
  - Contact, ask for quotation, negotiate with hotels, restaurants etc.
  - Invitation: emailing, phoning, badges, follow-up after the event
  - Registration before and during the events
  - Look for Sponsors and/or exhibitors when needed
  - Help promote the event through social media
  - Give tips, ideas of new events and activities to organize
-  Support the Team in organizing events:
  - FTCC Annual Gala
  - Monthly events: networking, breakfast talk, lunch talk, site visit
-  Assist the Membership Coordinator in preparing one of the most important communication tool made by the Chamber "The FTCC Handbook":
  - Collect & update the Member information through phone call & email
  - Follow-up and check up with the team and the Member to make sure the accuracy of the information
  - Up-date the CRM in order to have a clean and powerful databases
-  Any other mission that might benefit the FTCC team

## Profile

-  French nationals with a graduate degree in Business Administration (or any similar)
-  At least **6 months++ experience in event organization** (event agencies, school association...)
-  Excellent communication skills in English (spoken and written)
-  Good organization skills + ability to pay attention to details
-  Able to work on several projects at the same time
-  Excellent inter-personal skills, team spirit, service-minded, Flexibility
-  Knowledge about Social Media, Adobe InDesign, Photoshop could be helpful

## Conditions

- 🇪🇺 Job Location: Bangkok, Pathumwan
- 🇪🇺 Job type: Internship contract – 6 months– **starting in August / September 2018**
- 🇪🇺 Monthly basic compensation (10 000 THB) + bonus according to the performance
- 🇪🇺 Visa & Work permit provided

### Why should you join the FTCC?

- 🇪🇺 We offer a challenging experience in an International environment
- 🇪🇺 About our Team: we are an average of 17 permanent and at least 1 intern. We always try our best to help and work with each other
- 🇪🇺 The location of our office is easily accessible by MRT or BTS (metro)

**Interested candidates, please send application to [employment@francothaicc.com](mailto:employment@francothaicc.com)  
Only shortlisted candidates will be notified.**

