

Membership Coordinator

Company

The Franco-Thai Chamber of Commerce (FTCC) is a non-profit organization. We 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 339 members to start, develop their business, gain exposure and boost their network.

For its Business Club department, the FTCC is hiring its Membership Manager.

Responsibilities

Under the supervision of the Business Club Director, the Membership Coordinator leads and takes responsibility for the existing and new members of the FTCC:

MEMBERSHIP MANAGEMENT

- Manage the annual renewal of membership
- Maintain the relationship with the existing members and lead efficient action plans to keep in touch with the inactive members
- Promote the FTCC activities to members (during events, one-to-one meetings, phone calls)
- Provide support to the Membership Working Committee: logistics of the meetings, liaison with the FTCC

NEW MEMBERS RECRUITMENT

- Identify new prospects, meet them and promote the FTCC activities to them, in collaboration with the Department Manager
- Be in charge of the incoming demands from potential new members
- Run the Orientation session (2-3 time a year)

HANDBOOK MANAGEMENT

- Select and manage the outsourced printing and marketing (professional designer) agencies: quotation; brief, follow-up and quality control
- Coordinate with the members from the information gathering until the shipment

PROMOTIONAL TOOLS

- With The Event Manager team elaborate and promote the program of the privilege card (benefits for Members)
- Be responsible for the FTCC promotional goodies

BUDGET MANAGEMENT

- Working in collaboration of our Accounting: edit and follow-up the membership invoices
- Do the follow-up of the payments with the help of the Administrative Assistant for membership renewal

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

Profile

- Thai national, fluent in English and French (mandatory)
- 1 to 4 years working experience in customer relationship
- Sales & Project management skills
- Attention to details, rigorous, reliability, dynamistic**
- Excellent communication and inter personal skills. Problem solver personality

Conditions

- Permanent local contract based in Sarasin Road, Pathumwan, Bangkok

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 16 permanent and 1 intern, a mix & multicultural team, unify in our work and with a strong team spirit

- ☪ We offer great additional 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 letter and salary expectations) to employment@francothaicc.com



Franco-Thai
Chamber of Commerce
หอการค้าฝรั่งเศส-ไทย