

# Human Resources

## Company

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

- Business Club: Events & Membership
- Business Support
- Communication
- **Human Resources**

## Responsibilities

Under the supervision of the FTCC Executive Director, you will be in charge of delivering HR services for our Members and the FTCC team:

### **Employment Consultancy and Service Management**

*For companies:*

- Promote recruitment consultancy service and provide a first level of administration and legal information
- Advise on recruitment process and position to be filled
- 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
- Establish and conduct actions to accompany job seekers in their job search with our monthly job search seminars

### **HR Management for the FTCC team**

Be the key reference for the Direction and the team for all FTCC HR related topics:

- Recruit interns and permanent staff
- Be part of the FTCC team and listen to their needs

### **Entrepreneurs project Management**

In liaison with the **Entrepreneurs & SMEs Committee**, coordinate and organize Entrepreneurs & SMEs activities:

- Mentoring program: identify mentors, run individual meeting with mentees, coordinate the mentors-mentees matching; organize the mentoring committee; coordinate referrals
- Oversee the Business Speed Dating ( twice a year)
- Project Management according to specific projects identified with the Entrepreneurs & SMEs Committee (eg: Entrepreneurs Award)

### **HR projects Management**

- Help the Event Team to co-organize tailor made events related to HR issues (eg: Bonjour Talents, breakfast Talk, etc.)

### **Budget & Databases Management**

- Invoices through the CRM, follow-up payments
- Update and/or create profile on our CRM databases

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

## Profile

- Bachelor or Master's degree
- 3+ years previous experience in HR and (especially) Recruitment position
- Full life-cycle recruitment experience
- Excellent communication skills in English and French (both verbal and written)
- Strong organizational skills with ability to prioritize activities in a competitive environment
- **Client focused and service minded**
- Projects management skills
- Pro-activity and leadership on its project

## Conditions

- Local contract
- Visa & work permit
- Office at the center of Bangkok Business area
- Starting as soon as possible

## 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 15 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](mailto:employment@francothaicc.com)**

**Only shortlisted candidates will be notified.**

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