

Events Coordinator

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 5 departments and we are looking for a new Events Coordinator to join our Business Club Team:**

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

Responsibilities

Under the supervision of the Executive Director and in collaboration with other Events Coordinators, she/he will be in charge of the following events: Fairs, Annual Gala dinner, events from the working committees (Networking Cocktail, Breakfast Talk, Site Visits etc.) In 2019, FTCC organized or co-organized an average of 76 events.

The Events Coordinator manages each event as a whole project and he/she will have to take the lead on half of the events and support the other Events Coordinators on the other half:

Events & Fairs planning

- Identify the themes, the animations and the speakers
- Manage the events' logistics: project timeline, venue, technics, set-up, select and supervise suppliers
- On the day of event: welcome participants, prepare badges, listing of attendees
- Manage the invitation and booking of the exhibiting companies and, when applicable, the participants
- Select and drive the Event agencies (when needed)
- Set up accurate customer satisfaction tools to analyze and improve the quality of the events

Promotion

- Prepare the communication brief and work closely with the Communication Department to prepare digital & print promotional tools (briefing with graphic designer and follow-up of the printing company when needed)
- Sale the events through different channels and the booths to exhibiting companies
- Find and manage sponsors

Budget management

- Set up the fairs and event's fees
- Edit the invoices and follow-up payment with the help of the accountant
- Prepare monthly report/P & L for the Board & Executive Director

Profile

- 🇹🇹 Thai national is a MUST
- 🇹🇹 Fluent in English, Thai and ideally French
- 🇹🇹 Pro activity and can work under-pressure
- 🇹🇹 Dynamism, analytical skills, attention to details, rigor and reliability

Conditions

- 🇹🇹 Local open term in Bangkok (Pathumwan)
- 🇹🇹 Starting As Soon As Possible

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 11 permanent, 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 to employment@francothaicc.com
Only shortlisted candidates will be notified.