



Chamber Event & Services Trainee

(December 9, 2009)

The European Chamber of Commerce in Vietnam is currently offering an internship position at the EuroCham Office in Ho Chi Minh City:

About us:

The European Chamber of Commerce in Vietnam (EuroCham) is one of Vietnam's leading private sector advocacy organizations and was established in 1998 to speak with a common voice on European business issues in Vietnam.

The Chamber currently operates in partnership with French, German, Dutch, Nordic, Italian and Belgium/Luxembourg business groups and chambers of commerce based in Vietnam and has partnered with the Vietnamese Chamber of Commerce and Industry (VCCI) to create the Vietnam-EU Business Forum (VEUBF).

Today, the Chamber continues to represent a large European business community in Vietnam with the objective to facilitate increased bi-lateral trade between Vietnam and the EU, educating Vietnamese enterprises and business associations on international best practice and assisting in the continued development of the Vietnamese economy.

Responsibilities:

Events:

- Supporting the Event Manager in organizing business and cultural events and taking an active role in marketing and communicating the events and activities of the Chamber to the members and public effectively
- Attending business/social events upon request, occasionally after office hours.
- Responsible to implement and follow up the fundamental tasks for events in the absence of the Event Manager

Services:

- Supports the Services Manager in organizing and delivering trade services: (Business partner searches, trade missions, matchmaking events etc.)
- Responsible for maintaining a comprehensive database of Vietnamese companies from existing and new contacts and attend trade fairs in HCMC.
- Drafting and proof reading articles, speeches and short reports in high level English.

The Trainee will offer support both managers in daily administrative tasks upon request.



Duration & Allowance:

- Full Time position
- 6 months, starting early January 2010
- An internship allowance will be paid

Upon selection, the intern will be provided the on-the-job training by working within the team. Through daily involvement in the organization's activities, the Intern will acquire the set of skills needed for implementing required tasks in a professional environment.

Requirements:

- Minimum BA university degree in Business Administration & Marketing or Politics & International Relations.
- A very good level of written and spoken English is essential to enable smooth communication with EuroCham international staff is essential. Vietnamese skills are highly desirable.
- The candidate should have some experience in organizing event logistics as well as conducting small scale market surveys and drafting reports and articles in English. Knowledge of layout and design (Photoshop, MS Publisher) will be an advantage.
- Some experience in an international company/organization preferred.
- The candidate should have a high level of attention to detail and be able to work under pressure. He/She should be eager to learn able to work in a multicultural team.

Interested candidates must submit a cover letter outlining how they meet the job criteria and a CV (both in English) by email to info-hcm@eurochamvn.org

or by mail to:
Ms. Nguyen Thi Hong Nhung
EuroCentre,
5th Floor, 49 Mac Dinh Chi Street
Da Kao Ward, District 1
Ho Chi Minh City
Vietnam

Only selected candidates with complete applications will be contacted for an interview
—other suitable applications may be retained for future vacancies.