

JOB DESCRIPTION EXTERNAL RELATIONS INTERN	
Organization Description:	The European Chamber of Commerce in Vietnam (EuroCham) is the principle voice of the European business community in Vietnam. EuroCham was established in 1998 and is a members-based, independent, not for profit organization of European companies who are investing in Vietnam, for the benefit of all. With nearly 1,400 members, EuroCham is one of the biggest foreign Chambers of Commerce in Vietnam and among the 5 largest European Chambers of Commerce world-wide. EuroCham represents a plethora of sectors and sizes ranging from SMEs to MNCs with a very strong business network in both Vietnam and Europe. Acting as an intermediary between our members - the business community - and local, national, regional, and European authorities, EuroCham advocates on its members' behalf, to generate improvements in the business environment, raise awareness on key issues and disseminate information on issues relating to doing business in Vietnam.
MAIN DUTIES	
Job Title:	External Relations Intern
Reporting to:	Head of Office and External Relations Manager in Hanoi
Location:	Hanoi – Vietnam
Type of Contract:	6 months internship agreement
Key Working Relationships:	▪ Internal: Internal: EuroCham staff ▪ External: EuroCham members & other stakeholders upon instructed
Main Duties and Key Performance Indicators:	Assist External Relations team with the following: ▪ External meetings (with Government or other stakeholders): ○ Draft meeting request letter ○ Interpret if needed ○ Draft minutes & draft thank you note ▪ Translation: ○ General letters (introductory letter, meeting request, cover letter for comments on legislation) ○ May support to translate ▪ Others: ○ Support at EuroCham events ○ Admin works of Hanoi office ○ Ad-hoc tasks assigned.

JOB REQUIREMENTS	
Education and Training Background:	Senior student or freshly graduated in International Relations, Economics, Law, or related majors.
Work Experience:	No prior work experience required; prior internship experience is an advantage.
Core Competencies:	▪ Excellent time and workload management skills ▪ Must be self-motivated ▪ Ability to work independently ▪ Ability to meet tight deadlines and work under pressure ▪ Excellent communication skills (written and verbal) ▪ Patient and calm in pressured situations ▪ Constructive problem-solving approach ▪ Flexibility is required ▪ Strong commitment and faithfulness to EuroCham and prioritizing the Chamber's interests
Languages:	Fluent written and spoken English and Vietnamese
Software and Package Skills:	▪ Organisational, project management, communication, social, and presentation skills ▪ Computer literacy, including Outlook, Word, Excel, Power Point
What We Offer:	▪ Be part of “Team Europe” in Vietnam i.e. interact with various European organizations and people ▪ Strong network development in a large diversity of industries in Vietnam with authorities, Embassies and the European FDI's ▪ Great insight into the trade and investment issues in Vietnam ▪ A cross-cultural and multi-disciplinary professional working environment ▪ Gain practical skills in data management, communication, and coordination
HOW TO APPLY	
If you are interested in this internship opportunity, please send your CV with a cover letter and your references (if any) to careers@eurochamvn.org. <i>NB: Due to the high number of expected applications, only shortlisted candidates will be contacted.</i>	