

JOB DESCRIPTION SENIOR EVENT OFFICER (HANOI)	
Organisation Description:	The European Chamber of Commerce in Vietnam (EuroCham) is the voice of the European business community in Vietnam. EuroCham was established in 1998 and is a members-based, independent, not for profit organisation of European companies investing in Vietnam, for the benefit of all. With more than 1,400 members and 19 Sector Committees, EuroCham is one of the biggest foreign Chambers of Commerce in Vietnam and among the 5 largest European Chambers of Commerce worldwide. EuroCham represents a plethora of sectors and sizes ranging from SMEs to MNCs with a 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:	Senior Event Officer
Reporting to:	Head of Hanoi Office cum External Relations Manager
Job Summary:	Deliver a comprehensive events management for EuroCham in Hanoi and North Vietnam
Location:	Hanoi – Vietnam
Type of Contract:	Full-time contract upon successful completion of 2-month probation
Working Relationships:	• Internal: EuroCham staff • External: EuroCham Board of Directors, EuroCham Advisory Board, EuroCham team members, the European Delegation to Vietnam, EU Member States Embassies, external speakers, suppliers, service providers, media, etc.
Main Duties and Key Performance Indicators:	• Execute a dynamic events programme, supporting the design and logistically ensuring the full implementation of EuroCham events in Hanoi and North Vietnam • Support to develop and ensure delivery of a diverse calendar of EuroCham events • Coordinate all aspects of logistics and manage contracts related to events in collaboration with EuroCham team members • Work closely with EuroCham MarCom team to facilitate EuroCham's website update, marketing campaigns, newsletters, and social media posts for EuroCham's events • Seek sponsors, partners, co-organisers, co-hosts, speakers, moderators, as well as relevant media • Maintain excellent relationships with our stakeholders including sponsors, speakers, attendees, suppliers, etc. • Provide outstanding support to event speakers, attendees and partners, including pre-event communication, provision of briefings, and logistic on-site assistance

	- Carry out post-event actions including but not limited to monitoring P&L reports, follow-up communication with audience, speakers and sponsors, post-event survey conduction and feedback consolidation - Other relevant tasks as assigned by EuroCham management
JOB REQUIREMENTS	
Education Background:	Bachelor's degree e.g. in Business Administration, Marketing, Communications, or Public Relations
Work Experience:	Minimum 5 years of experience in events
Management Experience:	No management experience required but considered as an asset
Core Competencies:	- Excellent time and workload management skills - A proactive team player with a strong sense of ownership and accountability - Flexible, highly-motivated and proactive/can-do attitude - Capable of multitasking and managing administrative tasks - Patient and calm in pressured situations - Capable of planning and supporting multiple events concurrently - Good budgetary control, negotiation skills and problem-solving skills with a constructive approach - Self-motivated and able to achieve results under minimal supervision - Out-going personality and strong communicator - High standards of integrity, professionalism and personal discipline - Strong commitment and faithfulness to EuroCham and prioritising the Chamber's interests
Languages:	Fluent written and spoken English and Vietnamese
Software and Package Skills:	Good computer skills with Microsoft Office Tools, including Word, Excel and PowerPoint are required.
What We Offer:	- Strong network development in business community in Vietnam with relevant stakeholders across many sectors and authorities, Embassies etc. - Great insight into the trade and investment issues in Vietnam - Competitive compensation package. - A cross-cultural and multi-disciplinary professional working environment - Be part of "Team Europe" in Vietnam i.e. interact with various European organisations and people
HOW TO APPLY	
If you are interested in this job opportunity, please send your CV with a cover letter and your references (if any) to careers@eurochamvn.org by 17:30 – Sunday, 12 October 2025 (Hanoi time). <i>NB: Due to the high number of expected applications, only short-listed candidates will be contacted.</i>	

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.