

JOB DESCRIPTION OFFICE INTERN

ORGANIZATION DESCRIPTION

The Central and Eastern European Chamber of Commerce in Vietnam (CEEC) was formed in March 2015 as an independent non-profit organization. It aims to enhance the cooperation, develop the relations in terms of economic, finance, commerce, investment and trade promotion between Vietnam and businesses from 15 Central – Eastern European countries. CEEC is affiliated with the European Chamber of Commerce in Vietnam (EuroCham), which is the principle voice of the European community in Vietnam with 1,000 members and 16 Sector Committees.

MAIN DUTIES

Job title:	Office Intern
Reporting to:	Office Manager
Job summary:	Perform administrative and office support activities
Location:	CEEC Office, Unit 8, Floor 3B, Horizon Tower, 40 Cat Linh Dong Da District, Hanoi
Type of Agreement:	3-month internship
Key working relationships:	<ul style="list-style-type: none"> • Internal: CEEC Board Members • External: EuroCham staffs, Vietnamese authorities
Main duties and Key performance indicators:	<ul style="list-style-type: none"> • Meeting preparation: booking room, preparing documentations and minute, and others meetings required • Marketing activities: preparing marketing materials for events (flyer, report), promoting and circulating events on CEEC social channels. • Assisting CEEC Board Members in PR projects (filming, editing, etc.) • Building CEEC contact database

JOB REQUIREMENTS

Education and training background:	BA
Work experience:	Not required
Core competencies:	<ul style="list-style-type: none"> • Computer literacy and efficiently use basic Office softwares (Word, Excel, Powerpoint), communication tools (MailChimp, Facebook, LinkedIn). • Fluently using English • High self-motivation, ability to work independently and in team • Well-organized, open minded and keen to learn and work in a dynamic & intercultural environment

To apply, kindly send your CV and relevant documentations to Ms. Thu Nguyen at office@ceecvn.org before 26th January 2019. Email subject should be “CEEC_HANintern_[your-name]”