



**JOB DESCRIPTION
MARCOM OFFICER**

Organisation Description:	The European Chamber of Commerce in Vietnam (EuroCham) is the principal 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 more than 1,200 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:	MarCom Officer
Reporting to:	Head of MarCom and Special Events
Job Summary:	Play an important role in the Marketing & Communications team on various tasks, including but not limited to: website, design, social media, ...
Location:	Ho Chi Minh City – Vietnam
Type of Contract:	24-month fixed-term contract upon successful completion of a 2-month probation period
Main Duties:	<ul style="list-style-type: none"> • In charge of all website related work, in collaboration with external service providers; • Responsible for managing / updating EuroCham databases; • Support the Head of MarCom in establishing the marketing and communication annual plan; • Design a large variety of communication material: flyers, banners, backdrops, standees, brochures, booklets, etc, for publications, events, advertisings, articles, etc; • Ability to make short animated clips to promote and highlight EuroCham activities. Familiarity with Adobe After Effects & Premiere Pro is a plus.

	<ul style="list-style-type: none"> • Monitor, update and manage EuroCham’s marketing and communications materials, including a weekly e-newsletter, social media channels, news, articles, leaflets, brochures and packages, in close collaboration with our content manager; • Ensure that EuroCham is presented in a professional manner, ensure a strong and consistent branding for the Chamber.
JOB REQUIREMENTS	
Education:	University degree e.g. in Marketing / Communication / Design
Work Experience:	2-3 years – Young graduated also welcome
Core Competencies:	<ul style="list-style-type: none"> • Tech savvy, skilled with IT systems, geek minded-set; • Web management experience (coding skills would be a strong asset); • Real passion for design, able to work on a variety of software; • Able to work independently and as part of a team, with excellent time management skills; • Able to meet tight deadlines and work under pressure; • Capable of planning and supporting multiple tasks at the same time; • Self-motivated and able to achieve results under minimal supervision; • Able to propose new ideas and initiatives to improve EuroCham’s Marketing and Communications work, proactive, positive attitude.
Languages:	Excellent written and spoken English and Vietnamese
What We Offer:	<ul style="list-style-type: none"> • Competitive compensation package • Be part of “Team Europe” in Vietnam i.e. interact with various European organizations and people • Working in a cross-cultural and multi-disciplinary environment
HOW TO APPLY	
<p>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 20 September 2022.</p> <p><i>NB: due to the high number of expected applications, only shortlisted candidates will be contacted. Employment offers are subject to successful clearance of pre-employment checks.</i></p>	