



**JOB DESCRIPTION**  
**SENIOR EVENTS & MEDIA OFFICER (HANOI)**

<b>Organization Description:</b>	<p>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 organization of European companies who are investing in Vietnam, for the benefit of all. With more than 1,300 members, EuroCham is one of the biggest foreign Chambers of Commerce in Vietnam. 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.</p>
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**MAIN DUTIES**

<b>Job Title:</b>	Senior Events & Media Officer
<b>Reporting to:</b>	Head of Office (HN) and Head of MarCom (HCM)
<b>Direct supervising:</b>	No
<b>Job Summary:</b>	Prepare and organize EuroCham events, contact point for media in North Vietnam
<b>Location</b>	Hanoi – Vietnam
<b>Type of Contract</b>	24 months fixed term contract
<b>Key Working Relationships:</b>	<ul style="list-style-type: none"> <li>▪ Internal: EuroCham staff</li> <li>▪ External: EuroCham Executive Committee, EuroCham members, the European Delegation to Vietnam, local media, external speakers, suppliers and service providers etc.</li> </ul>
<b>Main Duties and Key Performance Indicators:</b>	<p><b>Events:</b></p> <ul style="list-style-type: none"> <li>▪ Responsible of the Events planning in Hanoi, in collaboration with the Head of Office,</li> <li>▪ Creates and designs innovative and diverse events / trainings to offer to our members a large portfolio of meaningful and high quality events all along the year,</li> <li>▪ Monitor closely the P&amp;Ls of each event, ensuring reasonable revenues generated,</li> <li>▪ Seek sponsors, partners, co-organisers, co-hosts, speakers, moderators, as well as relevant media,</li> </ul>



	<ul style="list-style-type: none"> <li>▪ In charge of the Event logistics i.e. venue and catering booking and other arrangements</li> <li>▪ Event promotion e.g. support design flyer and advertisement</li> <li>▪ Take care of pre-event communication with speakers, suppliers and partners</li> <li>▪ Manage contracts related to events e.g. hotel, interpreter, printer, photographer, MC, sponsors etc.</li> <li>▪ Send and follow up event invitation to targeted groups as required</li> <li>▪ Secure and brief speakers</li> <li>▪ Up-date event information on EuroCham’s website</li> <li>▪ Collect registration and manage check-in counter at event</li> <li>▪ Interact with members and non-members at events</li> <li>▪ Send thank-you letter &amp; presentations to all participants, upload presentations on website after event</li> <li>▪ Deliver and consolidate event feedback</li> <li>▪ Support budget planning and control incl. P&amp;L report</li> <li>▪ Support maintain monthly / annual calendar of events</li> </ul> <p><b>Media</b></p> <ul style="list-style-type: none"> <li>▪ Acts as a Media Relations Contact Point &amp; represents EuroCham with the Media in North Vietnam, including, but not limited to, media in Hanoi</li> <li>▪ Is responsible for maintaining a close relationship with selected media outlets, journalists and editors, in order to optimize chances of media coverage on EuroCham Activities in North Vietnam / Hanoi</li> <li>▪ In close collaboration with the Public Relations Officer based in HCM, contribute in drafting and/or translating articles and interview responses in English &amp; Vietnamese, ensuring appropriate translations</li> </ul>
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<b>JOB REQUIREMENTS</b>	
<b>Education and Training Background:</b>	University degree e.g. in Business Administration, Marketing, Communication, or Public Relations
<b>Work Experience:</b>	Min 5 years in events An experience working with media is an asset
<b>Management Experience:</b>	No management experience required, yet a strong track record on successfully working within cross-cultural and multi-disciplinary teams.



<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>▪ Excellent time management skills</li> <li>▪ Ability to work independently and as part of a team</li> <li>▪ Ability to meet tight deadlines and work under pressure</li> <li>▪ Good negotiation skills and problem solving</li> <li>▪ Excellent communication skills in English (written and verbal)</li> <li>▪ Patient and calm in pressured situations</li> <li>▪ Capable of planning and supporting multiple events concurrently</li> <li>▪ Self-motivated and able to achieve results under minimal supervision</li> <li>▪ Out-going personality and strong communicator</li> <li>▪ High standards of integrity, professionalism and personal discipline;</li> </ul>
<b>Languages:</b>	Fluent written and spoken English and Vietnamese
<b>Software and Package Skills:</b>	Good computer skills with Microsoft Office Tools, including Word, Excel and PowerPoint are required.
<b>What We Offer:</b>	<ul style="list-style-type: none"> <li>▪ Strong network development in a large diversity of industries in Vietnam with authorities, Embassies and the European FDIs</li> <li>▪ Great insight into the trade and investment issues in Vietnam</li> <li>▪ Competitive compensation package</li> <li>▪ A cross-cultural and multi-disciplinary professional working environment.</li> </ul>
<b>HOW TO APPLY</b>	
<p>If you are interested in this job opportunity, please send your CV with a cover letter and your references (if any) to <a href="mailto:careers@eurochamvn.org">careers@eurochamvn.org</a> by 20 April 2023.</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>	