



JOB DESCRIPTION

Operations Officer – Central Vietnam

Organization 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 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.
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MAIN DUTIES

Job Title:	Operations Officer – Central Vietnam
Reporting to:	EuroCham Executive Director
Job Summary:	This exciting role is the driving force behind our regional roadmap established by the Chief Delegate, aimed at expanding EuroCham's footprint and impact in the dynamic central region.
Location	Da Nang/Hoi An
Type of Contract	1-year fixed term contract upon successful completion of a 2-month probation period
Working Relationships:	Internal: EuroCham staffs within EuroCham External: EuroCham members, Vietnamese Central and local authorities, Ministries and agencies the European Delegation to Vietnam, the media
Main Duties and Key Performance Indicators:	<ul style="list-style-type: none"> • Plan and execute EuroCham's regional roadmap: <ul style="list-style-type: none"> ○ Organize and manage a diverse range of events and actions in Central Vietnam and reports them. ○ Provide support to our representative at economic and governmental forums/meetings, ensuring clear communication and accurate representation of EuroCham's positions. ○ Coordinate with others chambers and support regional actions from our BA's.

	<ul style="list-style-type: none"> • Member Relationship Management: <ul style="list-style-type: none"> ○ Build close relationships with EuroCham members in Central Vietnam, understanding their needs, concerns, and opportunities. ○ Deploy solutions to increase the qualifications of our database. ○ Effectively communicate the value proposition of EuroCham membership and actively recruit new members. • Regional Leadership and Communication: <ul style="list-style-type: none"> ○ Serve as the main point of contact for EuroCham in Central Vietnam, representing the organization professionally and confidently at various events and meetings. ○ Maintain excellent communication with the EuroCham teams in Hanoi and HCMC, ensuring smooth collaboration and knowledge sharing. ○ Lead effectively by motivating and empowering local partners and authorities. • Budget Management: <ul style="list-style-type: none"> ○ Secure sponsorships and partnerships for EuroCham events in Central Vietnam, maximizing revenue and resource allocation. ○ Manage event budgets effectively, ensuring cost-consciousness and value for money.
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JOB REQUIREMENTS

Education Background:	Bachelor's degree in Business Administration, International Relations, Hospitality or a related field.
Work Experience:	<ul style="list-style-type: none"> • Minimum 2-3 years of experience in event management, project coordination, venue operation or a similar role. • Excellent communication and interpersonal skills, with the ability to build relationships and influence stakeholders. • Fluency in English and Vietnamese, with the ability to communicate effectively with local authorities. • Strong planning and organizational skills, with the ability to manage multiple projects simultaneously. • Proven track record of success in fundraising and sponsorship acquisition. • Experience in using relevant software applications, including MS Office Suite and project management tools. • Being to work autonomously with regular travel to HCMC & Hanoi.



What We Offer:	<ul style="list-style-type: none">• Strong network development in business community in Vietnam with relevant stakeholders across many sectors.• 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 organizations and people
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 . All applications must be received by 16 February 2024 at 17:00 Hanoi time.</p> <p><i>NB: Due to the high number of expected applications, only short listed candidates will be contacted.</i></p>	