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| **JOB DESCRIPTION****GEFE PROJECT INTERN** |
| **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.Green Economy Forum & Exhibition (GEFE) 2024, EuroCham's flagship event, brings together key stakeholders from businesses, government, and non-governmental organizations from Europe and Vietnam to engage in meaningful discussions and advocate for sustainable practices, policies, and initiatives. |
| **MAIN DUTIES** |
| **Job Title:** | GEFE Project Intern |
| **Reporting to:** | GEFE Project Manager cum Head of MarCom |
| **Job Summary:** | To support the GEFE team in organizational and administrative aspects  |
| **Location** | Ho Chi Minh City – Vietnam  |
| **Type of Contract** | 3 - 6 months internship agreement |
| **Working Relationships:** | Internal: EuroCham staffs within EuroChamExternal: Stakeholders, vendors (upon request / if necessary) |
| **Main Duties and Key Performance Indicators:** | Work directly with the GEFE team and coordinate with general EuroCham team, to undertake the following tasks:* Support the organization of the Green Economy Forum & Exhibition 2024 and day-to-day project management activities;
* Supporting the team in coordinating conferences sessions (program and speaker management) and other parts of the programme;
* Support with administrative and organizational tasks, alongside on-site support, e.g. registration check-in, logistics and overall organisation;
* Assist with developing social media content, design promotional materials, and manage the GEFE website (if applicable);
* Support the team with additional preparations.
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| **JOB REQUIREMENTS** |
| **Education Background:** | Last year student or a Fresh graduate with a Bachelors’ degree  |
| **Work Experience:** | Not required but is an asset |
| **Core Competencies:**  | * **Communication and interpersonal skills:** Good written and verbal communication skills, with the ability to build rapport and effectively collaborate with diverse stakeholders. Open and outgoing personality is a plus.
* **Organizational and time management skills:** Strong organizational skills with the ability to prioritize tasks, manage multiple deadlines, and work effectively under pressure.
* **High attention to detail:** Meticulous and detail-oriented with a commitment to accuracy and quality.
* **Proactive mindset and problem-solving skills:** Ability to identify, analyze, and resolve problems proactively and creatively.
* **Client and service oriented:** Committed to building strong relationships with stakeholders and ensuring their satisfaction throughout the project lifecycle.
* Proven ability to work effectively as part of a team and contribute to teamwork and collaboration to achieving shared goals.
* **Motivation and initiative:** Self-motivated and proactive with a strong motivation to learn and grow.
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| **Languages:**  | Good command of both **Vietnamese and English**, both written and orally |
| **Software and Package Skills:** | * Proficient in common software like MS Office Suite (Word, Excel, Outlook, PowerPoint, etc.) or Google Workspace.
* Efficient at online researching and resourceful at seeking relevant information.
* Design software (Adobe Photoshop, Illustrator) proficient skills and creativity are an advantage.
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| **What We Offer:** | * 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.
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| **How to apply:** | Send your CV and motivation letter to careers@eurochamvn.org**Deadline**: **30th of April 2024***Due to the high number of expected applications, only shortlisted candidates will be contacted.* |