

JOB DESCRIPTION
CONSTRUCTION SECTOR COMMITTEE 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 1,400 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.

Established in July 2023, the EuroCham Construction Sector Committee (Construction SC) aims to bridge the gap between the private and public sectors, foster collaboration, and contribute to the construction industry in Vietnam. Our mission is to promote best practices and technologies, enhance skills and competence development, and facilitate permitting and registration processes that are consistent with international standards to foster a business-friendly environment that encourages investment, innovation, and collaboration while upholding the highest standards of safety, quality, and environmental responsibility for construction sector.

MAIN DUTIES

Job Title	Construction SC Communications Intern
Reporting to	EuroCham Sector Committee Coordinator (in charge of Construction SC)
Direct supervising	No
Job Summary	Supporting the Construction SC in producing an introduction video and assisting with general communication activities
Location	Ho Chi Minh City – Vietnam
Type of Contract	6 months – part-time fixed term internship contract
Key Working Relationships	<ul style="list-style-type: none"> ▪ Internal: EuroCham Sector Committee Coordinator, Construction SC Board members and members ▪ External: Construction SC external stakeholders

Main Duties and Key Performance Indicators	<p>Work directly with EuroCham Sector Committee Coordinator to undertake the following tasks:</p> <ul style="list-style-type: none"> • Assist in implementing the Construction SC's Marketing and Communication Plan • Develop a 3-minute and 5-minute video introducing the Construction SC, handling scripting, editing, and production • Create and manage the Construction SC's LinkedIn page, posting regular updates and monitoring engagement • Design promotional materials for events (flyers, banners, digital assets) and support campaigns to drive event participation • Perform additional tasks as assigned by the Vice Chairman in charge of Communication and the EuroCham Sector Committee Coordinator
JOB REQUIREMENTS	
Education and Training Background	College/university students or fresh graduates with a relevant major (Communications, Marketing, Media, etc.)
Work Experience	Not required
Core Competencies	<ul style="list-style-type: none"> ▪ Excellent time and workload management skills ▪ Ability to work independently and as part of a team ▪ Ability to meet tight deadlines and work under pressure ▪ Patient and calm in pressured situations ▪ Constructive problem-solving approach ▪ Flexibility is required
Languages	<ul style="list-style-type: none"> ▪ Fluent written and spoken English ▪ Vietnamese is a plus
Software and Package Skills	<ul style="list-style-type: none"> ▪ Expertise in video production (Photoshop, Illustrator, Canva) and social media tool (LinkedIn) ▪ Motivated and able to deliver on short notice ▪ Computer literacy, including Outlook, Word, Excel, Power Point
What We Offer	<ul style="list-style-type: none"> ▪ Strong network development in construction business community in Vietnam ▪ A cross-cultural & multi-disciplinary professional working environment ▪ Monthly allowance
HOW TO APPLY	
<p>If you are interested in this internship opportunity, please send your CV with a cover letter and your references (if any) to careers@eurochamvn.org by Friday, 16 May 2025.</p> <p><i>NB: Due to the high number of expected applications, only shortlisted candidates will be contacted.</i></p>	