



JOB DESCRIPTION
COMMUNICATIONS AND MARKETING INTERN

Organisation 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 organisation 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 recommendations and disseminate information relating to doing business in Vietnam.
MAIN DUTIES	
Job Title:	Communications and Marketing Intern
Reporting to:	Head of MarCom
Direct supervising:	No
Job Summary:	Supporting Communications & Marketing team in general daily tasks
Location:	Ho Chi Minh City – Vietnam
Key Working Relationships:	<ul style="list-style-type: none"> • Internal: EuroCham staffs within EuroCham • External: EuroCham members and other external stakeholders
Main Duties and Key Performance Indicators:	<p>Work directly with Marketing & Communications team and coordinate with general EuroCham team, to undertake the following tasks:</p> <ul style="list-style-type: none"> • Design marketing collaterals (presentation, digital artworks, brochure, etc.) • Support Communications team with the on-going website and EDMs content management • Digital marketing: plan and execute daily updates, posts on Facebook, LinkedIn, and YouTube to develop EuroCham’s brand awareness on the social media platforms • Other ad-hoc tasks: assist the Communications Team in daily tasks as assigned by Head of MarCom



JOB REQUIREMENTS	
Education and Training Background:	Last-year or fresh graduated college/university student with a relevant major (Communications, Marketing, Media, Business, etc.)
Work Experience:	No requirement
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:	Fluent written and spoken English Vietnamese a strong plus
Software and Package Skills:	<ul style="list-style-type: none"> • Expertise in design (Photoshop, Illustrator, Canva) and social media tools (Facebook, LinkedIn, YouTube) • 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 business community in Vietnam with relevant stakeholders across many sectors • A cross-cultural and multi-disciplinary professional working environment.
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 30 April 2025.</p> <p><i>NB: Due to the high number of expected applications, only shortlisted candidates will be contacted.</i></p>	