

CEEC Central & Eastern European Chamber of Commerce	Job Description: PR, Marketing and General Assistant	Signed off by: Chairman Effective: 15. February 2016
Vietnam		

Title

PR, Marketing and General Assistant

Brief Description

-Will be based at the office of the Central & Eastern European Chamber of Commerce (CEEC) in HCMC (Ton Duc Thang, District 1) and will be responsible for organisational, PR, and marketing work for the Chamber.
 - This position also supports CEEC Executive Committee in other PR, services and support market research, administrative works relating to event and membership of CEEC. (S)he will report directly to the Chairman and Executive Director, and also working closely with the office and Executive Committee members in Hanoi and HCMC.

Qualifications

- ✓ Vietnamese national
- ✓ A bachelor degree in a relevant field (international business, office administration, PR)
- ✓ Exceptional oral and written English language skills, any Central or Eastern European language is an asset
- ✓ excellent skills with all common desktop applications, PR & marketing affinity
- ✓ Work experience with a foreign company, Business Association or business related NGO in a similar position and/or studies in CEE country is preferred
- ✓ Excellent organizational, time management and analytical skills
- ✓ Experience in dealing with Vietnamese government authorities is an asset
- ✓ Must be self-motivated and able to achieve results under minimal supervision
- ✓ Must be accurate, meticulous, outgoing, friendly, open and a team player

Roles & Responsibilities:

PR & Marketing Management

- Preparation of PR Material, Technical Reports, Mission Reports, Expenditure Reports etc.
- Booking of meeting facilities, equipment and execution of events
- Concise documentation and follow-up of events
- Search for offers with best prices and competitive conditions for all necessary services related to the requested events
- Assist on special assignments when implement activities like projects and events.
- Prepares invitation, agenda, material and information online.
- Carries out ad-hoc tasks assigned by Chairman and Executive Director.

General Assistance & Stakeholder Management

- Support market researches and CEEC's services
- Prepare comparison tables and contracts / orders to suppliers
- Ensure transparent and efficient use of funds, seeking at all times best value for money
- Set up appropriate filing systems and database for monitoring and evaluation of project, and external affairs.
- Translation of Government letters when assigned and logistic arrangement of CEEC meetings, including preparation of meeting documents, meals, and following up actions.
- Arrange meetings with relevant stakeholders when requested
- Support CEEC Executive Committee in administrative works relating to membership, membership fee, general administration, basic accounting.
- Screens telephone calls, enquiries and requests to the Executive Director and handles them when appropriate.
- Keeping database of relevant contacts and filing system
- Provides interpretation and translation of documents and PR material as requested upon.

Working time: Min. 20 hours (4 days) per week in the first 6 month, full time afterwards intended
During office hours 08:30-12:00 and 13:00-17:30 plus evening representation and travel as required.

Appointed by: Chairman

Reporting to: Executive Director, Chairman/Vice Chair

Start date: Interviews will be conducted in the first week after Tet break 15. 2. onwards.
latest starting date: 1. March 2016, earlier intended