



CCIFT Business Service Project Manager

The France Taiwan Chamber of Commerce and Industry (CCIFT) created in 1991, is a non-profit organization with over 180 members to date. We specialize in business services to global companies as well as small and medium enterprises. The CCIFT services target foreign companies wishing to develop activities in Taiwan as well as Taiwanese companies wishing to develop business in France or other countries, which are part of the CCIFI global network.

As **Business Service Project Manager**, your role is to support all business service projects.

Your mission as a Business Service Project Manager:

*Flexibility will be required depending on the tasks, missions, and availabilities...

- **Business Development Assignments and business analysis**
 - Ensure the processing of orders up to invoicing (Brief, test on the offer, quotation, appointment)
 - Competitive analysis of the market (Market Intelligence & Consumer Insights)
 - Be the operational contact with internal services and external providers
 - Update the customer database and sales statistics tables
 - Implementation of commercial actions and follow-ups
- **Information Mission Service**
 - Diagnostics of business requirements and market trends
 - Prospection and research analysis
 - Information and statistics on specific industry fields
 - Notoriety Report
 - Management of communication media and tools for sales support
 - Payroll service follow-up
- **Prospection Mission Service**
 - To identify French partners (stretch contact with CCI France)
 - To organize market visits and/or shows
 - Set up 2 to 3 day prospection meeting programs
 - Assist French companies during their meetings in Taiwan (translation, welcome kits)
 - Help upcoming intern for visa application
- **Team Supporting Function**
 - Event department support
 - Other department support

*Your attendance may be required for some evenings or week-ends during special events.
- **IDEAL PROFILE**
 - Fluent in English (written, read, spoken), Mandarin Chinese is a plus
 - Your school or university is able to deliver an internship work agreement (“convention de stage”)
 - You are highly analytical and capable of managing complexity
 - You have a strong entrepreneurial spirit
 - Financial specialization is a plus