

CCIFT Communication Project Manager (Full / Part time)

Job Responsibilities:

- Website management
 - Ensure all the information on the website is up to date and accurate
 - Work on the website's SEO
- Writing, editing and publishing newsletters
 - France Newsletter
 - Employment Newsletter
 - Events Newsletter
- Communication for the events organized by the CCIFT and its members
 - Banners, posters, flyers, templates...
 - Promotional videos and events aftermovies
 - Reverse scheduling for social media posts (Facebook & LinkedIn)
- Team Supporting Functions
 - Contact local managers and suppliers to book event venues
 - Invitation sending and confirming with the guests for certain projects
 - Any other tasks requested by organization supervisors (PR Manager, General Management or Activity Organizers): Business Directory, Annual Report...

*Your attendance will be required for some evenings or weekends to participate in special events.

Requirements:

- Native French with excellent English level
- You are CREATIVE, pro-active, dynamic and a self-learner
- Familiar using software/freeware for image and video editing:
Adobe Photoshop (required)
Adobe Final Cut or Sony Vegas
(must) Adobe After Effects
(optional)
- Comfortable with website content editing, creation, and all technical matters linked to website administration (some SEO knowledge and basic HTML)
- Strong team working capacity
- Networking skills and ability to create an experience during events
- Feeling at ease making phone calls and writing emails
- Good writing and translation skills
- Being able to work within tight deadlines
- Being responsible, details oriented and eager to learn

FULL TIME internship from 2020 July to 2021 July

- Unpaid position
- 6 days holiday

PLEASE NOTE:

- Individuals shall undergo a 14-day period of quarantine at home or at a quarantine hotel.
- The fee will approximately be between 2000NTD and 3000NTD per day, which you will have to pay on your own.

Contact:

If you are interested, please send both your resume and cover letter in English to hr-service@ccift.org.tw and hr@ccift.org.tw

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