



## **CCIFT Event Project Manager (Full / Part time)**

### **Job Responsibilities:**

- **Key Events (Gala, Beaujolais Nouveau Celebration, Assemblée Générale)**  
*1-2 events to organise in a four-month time frame*
  - Handle invitations, registration and establish the list of participants
  - Write personalized emails for each CCIFT member (companies, individuals)
  - Promotion of events
  - Manage invoices with administration department support
  - Participate in events including supervision before/during/after the event
- **Regular Events (networking cocktails, seminars, workshops...)**  
*2-3 events per month to organize in a one-month time frame*
  - Scheduling and arranging the logistics
  - Personalization of mass emails using CSV
  - Contact CCIFT members and local managers, suppliers etc.
  - Handle invitations, registration and establish the list of participants
  - Promotion of events
- **Background Missions**
  - Renewal of Memberships or updating the Business Directory's content (companies' contact information and presentation...)
  - Any other tasks requested by organization supervisors (PR Manager / General Manager or Activity Organizer)

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

### **Requirements:**

- Native French with excellent English level
- Strong team working capacity
- Project and time management skills (responsiveness, efficiency, ability to handle tight deadlines and organize fluctuating workload)
- Soft skills: good networking and communication (feeling at ease making phone calls, basic knowledge of mailing software (e.g. Thunderbird) would be a plus)
- Good writing and translation skills
- Being organized, 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](mailto:hr-service@ccift.org.tw) and [hr@ccift.org.tw](mailto:hr@ccift.org.tw)

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