



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 and hr@ccift.org.tw

TEL: +886 02-27217599 / Fax: +886 02-27519865

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