



## **CCIFT Business Service Project Manager (Full / Part time)**

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
- Management of communication media and tools for sales support

### ➤ **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

### ➤ **Business Centre Service**

- Receptionist at the business centre
- Reception and distribution of mails
- Handling tenants' requests
- Promotion and sales of business centre offices and open desks

### ➤ **Information Mission Service**

- Diagnostics of business requirements and market trends
- Prospection and research analysis
- Information and statistics on specific industry fields
- Coordination and information services for Food & Beverage Committee's members
- Supervision of Food & Beverage Committee's joint opportunities
- Write reports on the Food & Beverage Committee's meetings
- Write reports on Conseillers du Commerce Extérieurs de la France's meetings
- Notoriety Report

### ➤ **Team Supporting Function**

- Event department support
- Administration department support  
Payroll service follow-up
- Other departments support

\*Your attendance may be required for some evenings or week-ends during special events.

➤ **IDEAL PROFILE**

- Native French speaker
- Fluent in English (written, read, spoken)
- Mandarin Chinese is a plus
- Your school is able to deliver an internship work agreement (“convention de stage”)
- You are self-driven and have a strong entrepreneurial spirit
- You like working independently and are looking for autonomy
- You are organised, highly analytical and capable of managing complexity

**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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