

PAID INTERNSHIP OPPORTUNITY IN BANGKOK



Thai-Swedish
Chamber of Commerce

Accelerate your future career - join the Thai-Swedish Chamber of Commerce team!

PARTICIPANT QUALIFICATIONS

- Swedish nationality
- Enrolled university student (Bachelor or Master level) in business administration, international business, marketing and communications or related field
- Excellent written and oral communication skills in English
- Excellent social skills and strong team player
- High computer literacy in MS Office and preferably website management skills/experience
- Interested in graphic design
- High level of initiative, judgment, and decisiveness in accomplishing tasks
- Ability to work independently, good time management skills and an eye for detail
- Ability to work effectively under pressure and to juggle multiple tasks
- Interest in, and basic understanding of, online and offline marketing

REQUIRED DOCUMENTS

- CV and cover letter
- Scanned file of transcript

AREA OF WORK

- Produce and design various marketing and sales materials, e.g. flyers, event invitations, e-newsletters
- Coordinate and help plan various events including business networking, seminars, trade fairs/exhibitions, and social events
- Represent the Chamber in various meetings and take concise meeting notes and minutes
- Provide creative and strategic content for the Chamber's communication channels including website, social media, emails, newsletter etc.
- Maintain and foster relationships with members and partners

DURATION

- Minimum 6 months and up to 10 months

COMPENSATION

- Basic living costs will be covered by the Chamber through Ingvar Krook's Grant

JANUARY 2019

ABOUT US



Thai-Swedish
Chamber of Commerce

TSCC acts as a business platform connecting companies to relevant actors and creating opportunities for its members

WHAT WE DO

Thai-Swedish Chamber of Commerce (TSCC) is a member-driven, non-profit, non governmental organisation that has offered support and assistance to Swedish-related companies in Thailand since 1989. We are dedicated to the promotion, advancement and protection of our members' business interests as well as the economic relations between Sweden and Thailand. TSCC is fully self-funded, meaning that members' fees directly support the Chamber and the variety of events and activities organised by it. Throughout the year, we organize various events, seminars and fairs according to topics that matter to our members as well as gather key decision-makers, experts and business professionals in order to facilitate meaningful exchange and improve the business climate.

Our office is based in central Bangkok, where we sit a small team of 4 people with both Swedish and Thai nationalities.

WHY APPLY?

- Develop core skills such as project management, problem-solving and people skills
- Work in a small, young team and in an entrepreneurial environment
- Gain international experience from working/living abroad
- Receive extraordinary networking and knowledge-sharing opportunities to accelerate your future career, access a network of high-level executives at leading international Swedish companies, Thai organisations and trade associations.
- Receive a great future references for your CV

APPLY TODAY

Would you like to join our team? Submit your application today! We will review applications continuously and aim to fill the role as soon as we have found a suitable candidate

Submit application to: director@swecham.com

Subject: Application for TSCC internship -[Name]

JANUARY 2019