

## INTERNSHIP AT THE DANISH-THAI CHAMBER OF COMMERCE

A step stone for your carrier and a gateway to the Nordic business opportunities? Are you interested in Nordic and Danish business life and learn why the Danish people is the happiest and least corrupt people on Earth? Then try and join the Chamber Secretariat and learn more about the Danish and Thai business society in Thailand!

### Media Assistant Responsibilities



#### Media

- Participating in media according to event plan
- Promotion of the Chamber through online media with news, market analysis and press releases from our members etc.
- Participating in managing chamber's membership service such as conducting member satisfaction surveys
- Collection, review, publishing and updating DTCC relevant information via social media for DTCC member

#### Events Administration

- Participating in organizing venue, practical setup and member registration at the events
- Update events description and invitation on website
- Participate in the events, breakfast seminar etc.

#### Marketing

- Support to updating DTCC website and the member database
- Conduct member surveys, qualitative and quantitative study etc.
- Follow up tasks after an event (CRM and product feedback etc.)



Contact Info

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#### **Other qualifications**

##### **IT Skills:**

Microsoft Offices Outlook

Good

Microsoft Offices Word

Good

Microsoft Offices Excel

Excellent

Microsoft Offices PowerPoint

Good

Adobe Graphics & Social Media

Excellent

**\*\*Having experience in working with web page template would be advantaged**

##### **ENGLISH:**

Writing

Excellent

Verbal

Good

Reading

Good

If you are seeking a challenging and rewarding opportunity to get a big business network in an organization which encourages personal and career development, please send your resume with one recent photo and along with **an argument of what you can do for the Chamber**