



JUNIOR COMMUNICATIONS OFFICER

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

- Promote events 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.)

Other qualifications

IT Skills:

WordPress editing	
Microsoft Offices Outlook	Good
Microsoft Offices Word	Good
Microsoft Offices Excel	Excellent
Microsoft Offices PowerPoint	Good
Adobe Graphics & Social Media	Excellent

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.**

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