



European Chamber of Commerce (Singapore)

Internship

Marketing & Events

Start Date: Jan/Feb 2024 (flexible)

Duration of internship: 5 - 6 months (full-time)

Paid Internship: A stipend is offered. Insurance, accommodation and other daily expenses are not covered. These are at the intern's expense.

If you fit the following description:

- Fluency in English (other European languages are an advantage)
- Proficient writing and basic design skills
- Tertiary education in Marketing, Communications, or Business Administration preferred
- For non-Singaporeans, please check your eligibility for the "work holiday programme" via the Ministry of Manpower website: <https://www.mom.gov.sg/passes-and-permits/work-holiday-programme/eligibility>
- Ability to work in a small team, multitasking, good organizational skills and attention to details
- Pleasant, positive and outgoing personality
- Flexible, pro-active attitude and ability to work in a multicultural environment
- IT savvy & familiar with Microsoft Office pack (especially Excel and PowerPoint) and G Suite. Additional graphic design abilities (e.g. Adobe Creative Cloud, iMovie, Canva, Slack) are an asset.

Please kindly submit a CV and motivation letter to info@eurocham.org.sg This role reports to the Senior Events & Marketing Manager and Office and Administration Manager.

Responsibilities include:

a) Marketing/ Communication

- Communicate/ perform event updates on EuroCham's WordPress website
- Follow up with interested parties for advertising
- Create content, and share relevant information with EuroCham members via the monthly e-newsletter
- Daily/ Weekly email marketing
- Social media posts and creative writing
- Video conceptualisation and editing

b) Event Management

- Manage event registrations, pre and post-event, including tracking payments and attendee information
- Design visuals, flyers, invitations and eDMs for the promotion of events
- On-site assistance during the event and post-event follow-up
- Liaise with EuroCham members, other chambers of commerce, partners etc.
- CRM and database management of participants, current and potential member(s) information

c) Other assignments

- Addressing general enquiries from members (especially events & advertising related ones)
- Receiving incoming calls, welcoming visitors to the office
- Assist in writing survey reports on various committee-related topics