



Internship Events and Services Assistant

Start date and duration: September for 6 months
Paid internship: €450 monthly

The **France Ireland Chamber of Commerce (FICC)** is a membership organisation based in Dublin which promotes and represents the interests of businesses between Ireland and France. The role of Events & Services Assistant reports to the Director of the Chamber. This is an excellent role for business students looking to build on their experience in the international arena. It is particularly suited to the areas of international marketing & PR. Based in the city centre, the role will provide a mix of interesting and varied tasks including:

- ❖ Co-ordination of **all the activities required to assist the Director and the Executive** in the management of the Chambers events, including but not exclusively
 - Secretarial support to the Director of FICC
 - Office administration
 - Maintenance of event databases and registrations
 - On-site supervision of all logistics associated with events
 - Assist with coordination of presentations, agendas, travel arrangements etc. as advised
 - Tracking of fee payments and expenses
 - Promotion of events via all media types
- ❖ Coordination and handling of all in-coming calls from members and other clients (client liaison)
- ❖ Administration of service portfolio (Postal Domiciliation, Telephone Support, Distribution Lists, VAT registrations etc.)
- ❖ Maintenance and tracking of membership database and fee payments
- ❖ Development and promotion of the Member Privilege Programme (B to B)
- ❖ Promotion of membership to non-members in order to increase membership base
- ❖ Assistance in the implementation of FICC communication plan, including
 - Website updates
 - Monthly e-letters
 - Update and Publication of annual directory
 - Social networks (LinkedIn, Twitter)

Required Skills, Knowledge and Experience:

- Self-motivated with a structured and determined approach to work
- Strong organisational and administrative abilities with an emphasis on accuracy
- Excellent interpersonal and customer service skills
- Ability to take initiative and ownership of assigned responsibilities
- Ability to multi-task, prioritise work, and manage time to meet strict deadlines
- Excellent working knowledge of MS Office, web technologies
- Flexibility (ability to work in a small structure)
- Fluent in French and English essential
- Interest in Irish and French culture

To apply send CV and cover letter to Lea at info@franceireland.ie