



Thai-Italian Chamber of Commerce

1126/2 Vanit Building II, 16th Floor, Room 1601 B, New Petchburi Rd, Makkasan, Rajdhevee, Bangkok 10400
Thailand Tel: +66 (0) 2 255 8695, +66 (0) 2 253 9909 Fax: +66 (0) 2 253 9896 Email: info@thaitch.org Website:
www.thaitch.org Tax Identification Number: 0108521000013 (Head Office)

ANNOUNCEMENT

Bangkok, 05 March 2024

The Thai-Italian Chamber of Commerce (TICC) has a job vacancy as follows:

1) **Position: Media and PR Assistant/ Coordinator - [Job vacancy #TICC24.HR02]**

(Duration: 1-year contract, with a 3-month probation period)

ABOUT THE EMPLOYER

The **Thai-Italian Chamber of Commerce (TICC)**, founded in 1978, is an independent, private, non-profit organization of Italian and Thai businessmen and professionals, duly constituted and registered in accordance with legislative regulations in Thailand and fully recognized by the Ministry of Economic Development and International Cooperation in Italy. The Chamber, with its headquarters in Bangkok (Thailand), is proud to host a wide network of companies and entrepreneurs from all around the world – mostly Italian and Thai businesses – which allow TICC to pursue its objectives of enhancing commercial cooperation between Italy and Thailand. The Chamber constantly organizes activities, meetings, seminars, missions, and networking events to facilitate the promotion of economical, industrial and cultural collaborations.

To discover more about TICC, please visit: www.thaitch.org

JOB DESCRIPTION

The Media and PR Assistant will support the TICC Team in implementing strategic communication plans to promote our organization and enhance its public image. This role will involve assisting with media outreach, drafting press releases, managing social media accounts, monitoring media coverage, and coordinating PR events.

RESPONSABILITIES

The candidate will be required to perform the following duties:

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- Being able to plan and coordinate with the event management team all the social media posting and press coverages of both TICC's and other parties' promotional events such as fairs, exhibitions, workshops, seminars (webinars if online), and meetings (B2B, B2G, B2C);
- Being able to promote and describe the services listed in the TICC's website: <https://www.thaitch.org>
- Being able to provide an editorial plan to cover all the developments of the Trade Department when assisting Italian, Thai, and other international companies collaborating with TICC;
- Promoting on the Chamber's social media channels the partnering trade missions to/from Italy, as well as to/from Thailand;
- Assistance pertaining to general office clerical activities;
- Utilization of all dedicated TICC social media channels and softwares (Facebook, Instagram, X, etc);
- Management and monitoring of revenue and results achieved;
- Perform other related ad-hoc duties to support the team and top management (Board of Director, Secretary - General, and his/her Duty) as required.
- Training new interns.

REQUIREMENTS

The candidate should meet the following requirements:

- Minimum of Bachelor's Degree preferably in Marketing/ Communications or other equivalent degrees;
- Master's Degree will be considered a plus;
- Absence of any criminal sentences, as well as pending charges, both in Thailand and in the country of citizenship;
- Proficiency in both Thai and English (written and spoken);
- Italian language proficiency spoken and written will be considered a plus;
- Professional knowledge of computer systems, Windows Office tools (Excel, Word, PowerPoint, etc), and any other software system for general office tasks.



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PREFERRED QUALIFICATIONS

The following skills will be prioritized in the selection process:

- Strong organizational skills;
- Flexibility to work with different teams and ability to work within a team as well as independently;
- Experience working within an international group would be beneficial;
- Good knowledge of internationalization activities;
- Skills and competencies in marketing and communication;
- Previous experience in managing events would be considered a plus;
- Result-oriented, resourceful, positive approach to problem-solving;
- Good command of the Italian language will be an additional plus;
- Immediate and short-term availability.

WORK ENVIRONMENT

Equal Opportunity Statement:

TICC is an equal opportunity employer and prohibits discrimination and harassment of any kind. We are committed to creating a diverse and inclusive workplace where all employees feel valued and respected.

SALARY AND BENEFITS

Competitive salary based on experience.

Comprehensive benefits package, including company's health insurance.

Opportunities for professional development and growth within the company.

TO APPLY FOR THIS POSITION:

Interested (Thai National Only) candidates must submit a CV by email to hr@thaitch.org

NB: Only candidates who successfully pass the initial screening process will be contacted to schedule the first round of interviews.