

Project Manager Assistant **(Forums & Clubs / Membership Department)**

Duration: 6-7 months
Starting date: July 2017

The Chamber offers dynamic and business orientated Forums and Clubs / Membership to its members, gathering experts around a particular issue or sector of activity and giving access to targeted information.

Intern's responsibilities

Preparation for Forums & Clubs

- * Managing the list of participants, contacting potential participants
- * Marketing and promoting the Forums & Clubs (by phone/email)
- * Preparing the room and all materials (e.g. name badges, sign, refreshments etc.) before/on the day (which will involve starting the day early, to get everything ready)
- * Welcoming participants on the day and recording attendance
- * Sending weekly reports of attendance figures to the team

Website

- * Updating with information/material about previous and upcoming Forums & Clubs

Press Review

- * Creating a monthly press review of relevant articles to Forum & Club themes

Report

- * Collecting and analysing annual attendance figures, and presenting them in a PowerPoint report

General

- * Daily use and editing of 'Eudonet', our CRM
- * Research (of potential clients/partners, future Forum themes etc.)
- * Updating various calendars with dates of Forums and Clubs
- * Maintaining the Forum & Club filing system
- * Covering the Chamber's reception from 4pm to 5pm (twice per month)
- * Occasionally assisting the rest of the team

Intern's profile

- * Excellent knowledge of written and spoken English and French
- * Good knowledge of IT tools (MS Office & Social Media)
- * Well-organized with excellent attention to detail
- * Reliable and flexible
- * Ability to multitask (e.g. dealing with information about several Forums/Clubs simultaneously, and keeping many documents updated)
- * Good interpersonal and communication skills
- * First work experience mandatory

Please send your CV and Cover letter in English to Ophélie Martinel, omartinel@ccfgb.co.uk
Visit our [website](#) and the [F&C's webpage](#)

Forums and Clubs at the French Chamber of Commerce

Climate Change Forum

Chaired by Richard Brown CBE, Former CEO and Chairman of Eurostar, Chairman Department for Transport Franchise Advisory Panel and Deputy chaired by Jean-Philippe Verdier, Founding Partner, Verdier & Co

Digital Transformation & Innovation

Co-chaired by Christophe Chazot, Group Head of Innovation, HSBC and Lucien Boyer, Chief Marketing Officer, Vivendi

Economic Update

Chaired by Philippe Chalon, Director of External Affairs at International SOS & Managing Director of the Cercle d'outre-Manche

Finance Forum

Co-chaired by John Peachey, Managing Director - CFO Global Markets, HSBC Bank Plc and Rob Guyler, CFO, EDF Energy

Human Resources Forum

Chaired by Michael Whitlow, Human Resources Director for Europe, International SOS

Legal Forum

Chaired by Olivier Morel, Partner, Cripps, Vice President of the French Chamber and Deputy-chaired by Ken Morrison, Legal Director, Eurotunnel

Luxury Club

Chaired by Bertrand Michaud, Managing Director Hermès UK

Start-up & SME Club

Co-chaired by Arnaud de Montille, Co-Founder, Merci Maman Personalised Gifts and Jeanne Monchovet, Founder and Principal Consultant, Olystix, Advisory Councilor of the French Chamber

Women's Business Club

Chaired by Estelle Brachlianoff, Senior Executive Vice-President UK & Ireland, Veolia and President of the French Chamber of Great Britain