



Marketing and Trade Fair Assistant January 2020

Malaysian French Chamber of Commerce and Industry
Kuala Lumpur, Malaysia

The Chamber of Commerce and Industry France Malaysia (CCIFM), promoting the development of business relations between Malaysia and France, is the central point of a network of 250 members mostly including French companies based in Malaysia.

CCIFM offers its interns and employees a great polyvalence, networking opportunities with its members as well as experience within a friendly, multilingual and multicultural team based in the centre of Kuala Lumpur.

Our member, **Promosalons**, is looking for an intern starting at the **beginning of July** to assist in the Trade Fairs.

Mission: **Marketing and Trade Fair Assistant**

Duration: 6 months

Start: Beginning of **January 2020**

You will be in charge of promoting French trade fairs in Malaysia, Singapore and Philippines. You will also be affiliated with the marketing department and will also work with local exhibitions and companies.

The main objectives of the mission are:

- Creation of database
- Creation of partnership with local institutions (associations, government) and press
- Work in team and autonomy with regular reporting
- Creation of market studies (eg. Agriculture, food, pharmaceuticals, nuclear, optics...) in order to have an overview of the local market
- Carry out promotion on trade fairs via e-mailing, phoning and paper mailing
- Visit local exhibitions in order to meet the main players of the Malaysian, Philippines and Singaporean industries.
- Organize meetings
- Manage social media.

The main requirements for the person who would join the team are:

- Dynamic, autonomous, outgoing and well-organized
- Commercial skills, good presentation in general
- Practical use of MS Excel, Word, PowerPoint
- Languages: French, Good English.

An internship allowance is provided (1000 RM/month).

Please send your Resume and cover letter in English to internship@mfcci.com