



**MARKETING ASSISTANT**  
**December 2019 / January 2020**

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.

**Mission: Marketing Assistant**

**Duration: 6 months**

**Start: December 2019 / January 2020**

You will study the market to help French companies to settle in Malaysia. You will be the active link between French and Malaysian companies in order to carry out operational, commercial and industrial contacts. You will also be affiliated with the commercial department and bring your support on local exhibitions.

The main objectives of the mission are:

- Creation of databases
- Find potential partners in Malaysia for French companies via e-mailing and phoning
- Creation of market studies (eg. Agriculture, food, pharmaceuticals, nuclear, optics...) in order to have an overview of the local market
- Organize meetings (accommodation, transport,...) and accompany clients to the meetings.
- Prepare meeting reports
- Work in team and autonomy with regular reporting

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

- Dynamic, autonomous, outgoing and well-organized
- Commercial skills
- 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](mailto:internship@mfcci.com)*