

The Netherlands – Thai Chamber of Commerce is looking for a new



Office & Event Manager

Are you hands-on? Do you love working with numbers more than anything else? Does it excite you when the account balances are in order? Do you like working in offices, but happy to not be glued to your seat all day? Are you supportive, approachable and accurate? If this sounds like you, we could make a great team.

The Netherlands-Thai Chamber of Commerce is a leading membership organization based in Thailand that supports Dutch and Thai businesses through its extensive network, events, information-sharing, business-matching and synergies between its members.

We're looking for an Account & Event Manager (m/f) to join our team. Along with our current team of four, you'll be taking care of our accounts, office management, and supporting us for the 50+ events we organize every year.

Responsibilities

- Take care of our accounting and financials and make sure that the simple stuff is in order in no time
- Find efficient ways to improve internal processes and make everyone's lives easier
- Facilitate daily well-being in the office
- Free up the rest of your time to support/organize events
- Work closely with the Executive Director, Events Manager, and the rest of the team in engaging our members
- Play an empowering role in the team

Requirements

- You've completed a Bachelor's degree in Business, Economics, Accounting, Finance or other related fields
- You have proven 1-2 years of relevant work experience
- You're good and precise with numbers and calculations
- You're service-minded
- You're supportive, and pragmatic
- You're a team player but also enjoy working independently
- You enjoy working a lot in the office, but also being out build relationships outside normal routines
- You can speak and write English and Thai at a native or high level.

Nice-to-haves

- You've had international experience living/studying abroad
- You're familiar with the Dutch culture or would like to become so
- You have specific industry knowledge in sectors where our members are focused in (Manufacturing, Tourism, Finance, Tech)
- You are well connected with the business networks in Thailand
- You have experience with event management

Application deadline: 31 May 2017

Start date: As soon as possible

Interested? Wait no longer! Send us your CV, Cover letter, References, and picture to director@ntccthailand.org.