

## **Recruiting Marketing and Events Coordinator Trainee**

The Finnish-British Chamber of Commerce in London is recruiting two Marketing and Events Coordinator Trainees. The positions are due to start in early August 2019 and will last circa 5-6 months. If you are looking for a chance to gain valuable experience working in a dynamic environment as part of an energetic team, you may be just the person we are looking for.

The FBCC is committed to providing our members with excellent opportunities for **intelligent networking** through business and social events. Members of the Chamber have the chance to create new contacts by accessing the Finnish-British and international business communities and are also provided with various tools to aid them in their career development.

### **JOB DESCRIPTION/RESPONSIBILITIES (shared with another trainee):**

- Responsible for delivering all the Chamber's marketing and communication activities including: event marketing and designing content for monthly newsletter.
- Updating and maintaining Chamber's website, Facebook, LinkedIn, Twitter and Instagram pages.
- All aspects of event planning – from initial idea generation, venue sourcing, creation and design of invitations and advertisements, to coordinating on and after the day.
- Handling all the Chamber's financial and accounting related matters. This includes invoicing and bookkeeping on QuickBooks, as well as online banking and PayPal account maintaining.
- Representing the Chamber at a variety of functions, including outside normal office hours.
- Taking part in member recruitment and market research.
- Other daily office management functions.

### **SKILLS/EXPERIENCE:**

- Fluent English and Finnish, both written and spoken is essential, other languages appreciated;
- Good written and oral communication skills;
- Good time-management skills, with ability to multitask and effectively prioritise incoming workload;
- Previous marketing experience is an advantage;
- Previous sales experience is an advantage;
- Financial experience (billing and bookkeeping) desirable;
- Experience with various software desirable (Microsoft Office, Adobe Reader Pro, InDesign) and excellent social media knowledge;
- Independent, proactive and innovative approach to work, with the ability to take initiative and come up with new ideas;
- Outgoing personality with the ability to work with people across all levels.

### **WHAT YOU GET**

- The chance to get a comprehensive 360-degree view of working in a non-profit organization with a young and fun team
- The chance to organize and attend exclusive events in various London locations and build your business network

- The ability to communicate effectively with people across all levels of business and various industries
- The opportunity to promote Finland abroad as part of Team Finland and help Finnish companies establish themselves in the UK
- An opportunity to enhance your networking skills, language skills and team working skills
- The chance to build networks with Team Finland and a variety of companies and organisations across industries
- Experience and training using various software (such as InDesign) and platforms to deliver a range of tasks and materials
- The opportunity to work and live in one of the most exciting, vibrant and dynamic cities in the world
- Office perks (such as complimentary coffee and tea, occasional food pop ups, yoga, and afterwork drink events)

This position is a non-paid internship and the applicant is expected to fund the internship with the Erasmus grant or similar. The trainee will be provided with a travel expense of £100/month.

Please send your CV and cover letter to [emma@fbcc.co.uk](mailto:emma@fbcc.co.uk) by **Monday 8<sup>th</sup> April**. Please title your message: Internship 2019 Application - "your name".

The position will get filled as soon as suitable candidates are found.