



**Terms of Reference:**

**Membership and Administrative Officer at the European Association for Business and Commerce (EABC) in Bangkok**

The European Association for Business and Commerce (EABC) is located in Bangkok. As the voice of European business in Thailand, EABC aims to facilitate market access for European business in Thailand promoting Thailand and/or ASEAN as a trade and investment market for European businesses including providing services to facilitate economic cooperation between Europe and Thailand in synergy with existing service providers.

The EABC is seeking a Membership and Administrative Officer with responsibility in the area of membership and partnership management. Candidate is expected to generate prospective member leads, develop and maintain a membership recruitment list and assist with the development of member and partner recruitment and retention programs. The candidate's role will be hands-on and often involves working as part of a team in ensuring effective membership and partnership promotion. The candidate must be able to complete a wide range of administrative tasks related activities requiring clear communication in coordination with the member and partner of EABC, excellent organizational skills and attention to detail.

**Scope of Responsibilities:**

- Responsible for the promotion and administration of EABC membership and partnership development;
- Prepare marketing strategy for membership and partnership development;
- Proactively foster positive relations and manage related communication on EABC membership and partnership development, including generate member/partner prospect leads through a variety of sources including the Internet, directories, databases and direct leads as well as handle correspondence, follow-up, and enquiries from member/partner;
- Update membership database and develop membership reports;
- Produce the EABC annual membership directory for publication;
- Develop new member programs and events that attract new members and engage and retain existing members, in close coordination with Executive Director;
- Be responsible for all procurement, administrative and project work at EABC;
- Keep record of all account payable and receivable systems in order to ensure complete and accurate record of income and expenditure

**Qualifications:**

- At least a Bachelor's degree in business administration, marketing, public relations or a related field from a leading university in Thailand or abroad;
- Minimum 4 years of working experience in the field of business development, marketing, customer relations or other relevant field;
- Excellent knowledge of English, verifiable by previous professional and academic record. Knowledge of other European language(s) is a plus;
- Strong communication and interpersonal skills;
- Able to prioritise and organise own work to meet tight deadlines;
- Keen interest to work in an international environment, working experience in other ASEAN and/or European countries considered a plus.

**Duration of Assignment and Remuneration:**

- Employment contract is conditional upon successful completion of 4 month probation period.
- Remuneration will be considered depending on the qualifications.

**The closing date for receipt of completed application form is on Friday 15 December 2017.**

**Interested applicants should apply by sending their updated resume in English, stating an expected salary and a cover letter to:**

European Association for Business and Commerce (EABC)

208 Wireless Road Building, 14th floor, Unit 1401, Wireless Road, Lumpini, Pathumwan Bangkok, 10330

Email [members@eabc-thailand.eu](mailto:members@eabc-thailand.eu)

Website: [www.eabc-thailand.eu](http://www.eabc-thailand.eu)