



Terms of Reference:

Trade 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 Trade Officer with responsibility in the area of Organizational and communication skills, Strong analytical skills, Experience with practical issues related to importing goods and services to Thailand as well as doing business in Thailand, Translation and interpreting services and General administrative support.

Scope of Responsibilities:

a) Organizational and communication skills:

- Organizing meetings with high-level industry executives and government officials as well as business people on their visits to Thailand;
- Organizing full programs for trade missions on their visits to Thailand;
- Accompanying the Director to meetings with Thai business partners, assisting with translation if required and making notes;
- Assisting the Director in organizing official participations in various industry exhibitions;
- Providing assistance to the Director during exhibitions and fairs, in particular assisting with the communication with Thai visitors and interpreting as and when required.

b) Strong analytical skills:

- Collecting and analyzing macro-economic data of Thailand and other countries of the region;
- Analyzing various Thai industrial sectors;
- Analyzing individual Thai companies based on publicly available information;
- Collecting and analyzing statistical data on Thai imports and exports;
- Gathering and analyzing other data;
- Preparing reports (mostly in Word or PPT format).

c) Experience with practical issues related to importing goods and services to Thailand as well as doing business in Thailand:

- Finding out and verifying information on custom duties and other levies related to importing specific goods, as well as custom clearance procedures;
- Dealing with government agencies, such as Customs, BOI, FDA etc.

d) Translation and interpreting services:

- Occasional translation and interpreting services Thai /English and English/Thai.

e) General administrative support:

- Providing general administrative support related to running the office;
- Any other reasonable support and assistance required to running smoothly the office and developing the range and quality of its services.

Qualifications:

- University graduate preferably in economics or technical studies;
- International experience gained either through studying or working abroad or working in an international environment within Thailand;
- Native Thai and fluent English;
- Very good organizational skills, communication skills and analytical skills;
- Good command of PC and main MS Office programs (Word, PPT, Excel);
- Flexibility and Eager to learn

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)

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