

Assistant Project Manager – Forums & Clubs (M/W)

(Forums & Clubs / Membership Department)

Duration: 6-7 months

Starting date: January 2019

The Chamber offers dynamic and business orientated Forums & Clubs / Membership to its members, gathering experts around a particular issue or sector of activity and giving access to targeted information.

Intern's responsibilities

Preparation of Forums & Clubs

- * Managing the list of participants, contacting potential participants
- * Marketing and promoting the Forums & Clubs (by phone/email)
- * Preparing the room and all materials (e.g. name badges, sign, refreshments etc.) before/on the day (which will involve starting the day early, to get everything ready)
- * Welcoming participants on the day and recording attendance
- * Sending weekly reports of attendance figures to the team

Website

- * Updating with information/material about previous and upcoming Forums & Clubs

Press Review

- * Creating a monthly press review of relevant articles to Forum & Club themes

Report

- * Monitoring post Forums & Clubs sessions
- * Collecting and analysing annual attendance figures, and presenting them in a PowerPoint report

General

- * Daily use and editing of CRM
- * Research (of potential clients/partners, future Forum themes etc.)
- * Updating various calendars with dates of Forums and Clubs
- * Maintaining the Forum & Club filing system
- * Covering the Chamber's reception from 4pm to 5pm (twice per month)
- * Dept chasing missions (calls & emails)
- * Various administrative tasks
- * Occasionally assisting the rest of the team

Intern's profile

- * Excellent knowledge of written and spoken English and French
- * Good knowledge of IT tools (MS Office & Social Media)
- * Well-organised with excellent attention to detail
- * Reliable and adaptable to demanding situations
- * Ability to multitask (e.g. dealing with information about several Forums & Clubs simultaneously, and keeping many documents updated)
- * Good interpersonal and communication skills
- * Flexible in terms of working hours
- * First work experience mandatory

Visit our [website](#) and the [F&C's webpage](#)

Please send your CV and Cover letter in English to **Ophélie Martinel**,
omartinel@ccfgb.co.uk

Forums and Clubs at the French Chamber of Great Britain

Brexit Forum

Co-chaired by Angela Hepworth, Corporate Policy and Regulation Director at EDF Energy and by Neil Sherlock, Partner, Head of Reputational Strategy at PwC

Climate Change & Sustainability Forum

Co-chaired by Richard Brown CBE, Former CEO and Chairman of Eurostar, Chairman Department for Transport Franchise Advisory Panel and Jean-Philippe Verdier, Founding Partner, Verdier & Co Corporate Advisory

Digital Transformation & Innovation Forum

Co-chaired by Christophe Chazot, Group Head of Innovation, HSBC and Lucien Boyer, Chief Marketing Officer, Vivendi

Finance Forum

Chaired by John Peachey, Managing Director - CFO Global Markets, HSBC Bank Plc

Human Resources Forum

Co-chaired by Pia Dekkers, Regional HR Divisional Director, Chanel and Melanie Stancliffe, Partner – Employment, Irwin Mitchell LLP

Retail Forum

Co-chaired by Alain Harfouche, General Manager, L'Occitane, and Catherine Palmer, Legal & Administrative Director, Joseph

Luxury Club

Chaired by Tom Meggle, former Managing Director UK, Ireland & South Africa, Louis Vuitton

Start-up & SME Club

Co-chaired by Sébastien Goldenberg, CEO & Co-Founder, TheHouseShop.com, and Jeanne Monchovet, Founder, Olystix

Women's Business Club

Chaired by Estelle Brachlianoff, Senior Executive Vice-President UK & Ireland, Veolia and President of the French Chamber of Great Britain