

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

(Forums & Clubs / Membership Department)

Duration: 6-7 months

Starting date: July 2018

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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

Please send your CV and Cover letter in English to Ophélie Martinel, [omartinel@ccfgb.co.uk](mailto:omartinel@ccfgb.co.uk)  
Visit our [website](#) and the [F&C's webpage](#)

## **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**

Chaired by Pia Dekkers, Regional HR Divisional Director, Chanel

### **Retail Forum**

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

### **Luxury Club**

Chaired by Tom Meggle, 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