

INTERNSHIP OFFER

JOB TITLE
Events & Communication Intern
WHO ARE WE?
<p>The Chamber of Commerce and Industry France Ghana (CCIFG) is the biggest European bilateral Chamber with 140+ members plays the role of a business support system to its members, Corporate Ghana and the International Business Community by providing information through market studies, product-market testing, prospective missions and trade shows. The CCIFG also organises events ranging from information sessions such as seminars and business breakfasts to networking events.</p> <p>Established in Accra in May 2014, the Chamber of Commerce and Industry France Ghana is a member of the CCI France International network of 123 Chambers of Commerce and Industry (CCIFI) in 92 countries.</p>
WHO ARE WE LOOKING FOR?
<p>The CCI France Ghana is looking for an intern for a period of 6 months full-time. The position is based in Accra, at Airport Residential. Starting date: ASAP</p>
ACTIVITIES
<p>Under the supervision of the Managing Director, the intern will: Assist the Events & Communication Coordinator in her daily tasks outlined below:</p> <ul style="list-style-type: none"> • Preparing press releases and articles for CCIFG website • Run social media according to the established strategy • Updating the CCIFG website • Organization of events • Event related artwork • Welcome guests at CCIFG events <p>Willingly undertakes any other assignments or duties that may be assigned from time to time.</p>
REQUIRED QUALIFICATIONS / EXPERIENCE
<ul style="list-style-type: none"> • Ghanaian National, or French/Francophone nationals with official residency in Ghana • Fluent in French and English (written and spoken) • University education in Business Administration and/or communication • Computer Skills: Pack office and social media • Graphic designing and website knowledge are assets • Knowledge of international business environment is an asset • Creative, Proactive, Autonomous, Attention to details, Able to respect deadline, Team spirit, Inter-personal skills
CONDITIONS
<ul style="list-style-type: none"> • Works from Mondays – Fridays (8am – 5pm) except on Public holidays • Internship fee: depending on the profile

Please send your CV and cover letter in French and English to info@ccifranceghana.com before 5th February 2019.
Only short listed candidates will be contacted.

CCIFG - Chamber of Commerce and Industry France Ghana

Member of CCI FRANCE INTERNATIONAL

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