

INTERNSHIP OFFER

JOB TITLE

CCIFG Intern

WHO ARE WE?

The Chamber of Commerce and Industry France Ghana (CCIFG) is a private association, bringing together companies and professionals from various sectors of the Ghanaian economy. CCIFG supports the business development of Ghanaian and French companies by facilitating trade and financial exchanges between France and Ghana. CCIFG participates in the promotion of Ghana among French businesses and also assists Ghanaian companies in developing their international potential.

Established in Accra in May 2014, the Chamber of Commerce and Industry France Ghana is a member of the CCI France International network of 115 Chambers of Commerce and Industry (CCI FI) in 85 countries.

WHO ARE WE LOOKING FOR?

The CCI France Ghana is looking for an intern for a period of 4 months full-time.

The position is based in Accra, at Airport Residential.

Starting date: 15 September 2017

End date: 15 January 2018

ACTIVITIES

Under the supervision of the Executive Director, the intern will:

RECEPTION

- Answer to phone calls and transfer calls to the appropriate person in charge
- Welcome guests in a good condition, listen to their needs and orient them to the concerned person
- Distribute mails, invitations or any other documents to the concerned person in real time

ADMINISTRATIVE

- Update the various contact files
- Coordinate the use of CCIFG's meeting room, and garden venue
- Draft letters or any other documents to be sent to partners (institutions, commercial partners in France, Ghana or abroad) and according to the needs of each service
- Supervise the stocks of commodity: office stationery, water, coffee...

BUSINESS SUPPORT SERVICE

- Participate in the development of a business guide in French
- Update of the country and sectorial factsheet

COMMUNICATION / EVENT

- Prepare weekly economic press reviews
- Prepare press release and articles for CCIFG website
- Run social media according to the established strategy
- Assist in organizing events
- Welcome guests at CCIFG events

CCIFG - Chamber of Commerce and Industry France Ghana

Member of CCI FRANCE INTERNATIONAL

17 Alema Road, off Dr. Amilcar Cabral Road, Airport Residential Area - Accra, Ghana.

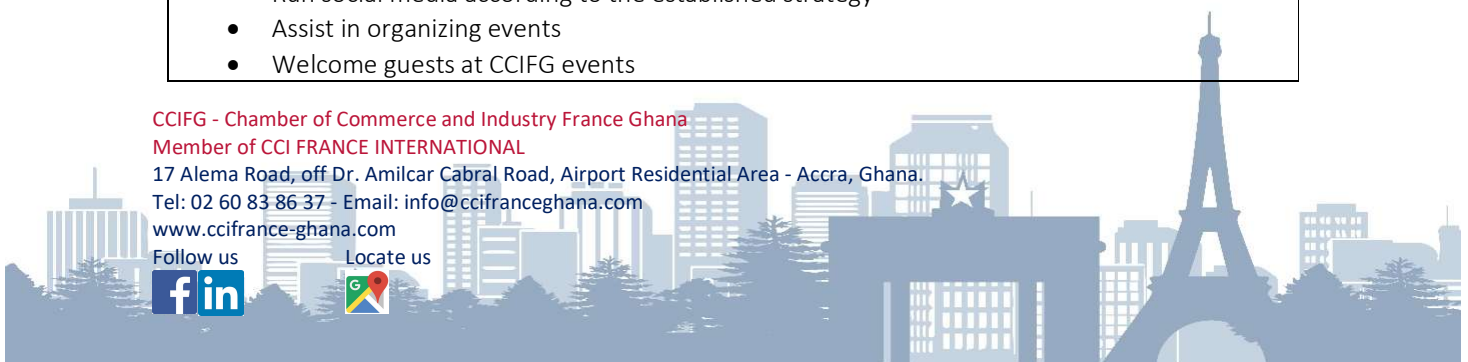
Tel: 02 60 83 86 37 - Email: info@ccifranceghana.com

www.ccifrance-ghana.com

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Willingly undertakes any other assignments or duties that may be assigned from time to time.

REQUIRED QUALIFICATIONS / EXPERIENCE

- Ghanaian National, or French/Francophone national with official residency in Ghana
- Fluent in French and English (written and spoken)
- University education in Business Administration
- Computer Skills: Pack office
- Knowledge of Franco-Ghanaian business and international environment is an asset
- Creative, Proactive, Autonomous, Attention to details, Able to respect deadline, Team spirit, Inter-personal skills

CONDITIONS

- Internship fee: 800GHS per month

Please send you CV and cover letter in French and English at info@ccifranceghana.com before 25th of August.
Only short listed candidates will be contacted.

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