



# AMCHAM PHILIPPINES

The American Chamber of Commerce of the Philippines, Inc.

## Business Description:

AmCham Philippines is the oldest American Chamber abroad –and the first in Asia. It has been a premier business organization for over 100 years; initiated in 1902 and incorporated in 1920.

It is committed to the promotion of US-RP relations at all levels and boasts 18 standing committees and two Foundations that cover all aspects of business and industry in the country.

<b>POSITION:</b>	Intern/On-the Job Trainee
<b>JOB DESCRIPTION:</b>	<ol style="list-style-type: none"> <li>1. Provide support in member management and mobilization by providing information and services in coordination with the Office Manager.</li> <li>2. Provide assistance in member events and functions including registration set-up and support</li> <li>3. Provide assistance in database management.</li> <li>4. Provide support in handling social media accounts: establish media presence, increase followers and likes in Facebook page.</li> <li>5. Contributes to team effort by accomplishing related results and deliverables needed.</li> <li>6. And other requirements of the department that may arise during the period of internship.</li> </ol>
<b>REQUIREMENTS AND QUALIFICATIONS:</b>	<ol style="list-style-type: none"> <li>1. Must be taking courses in Business Administration, Marketing Communications, Mass Communications and other related fields.</li> <li>2. Must have knowledge in Graphic Design Using Adobe Illustrator, Photoshop, and InDesign.</li> </ol>
<b>DURATION:</b>	1 to 2 months
<b>INSTRUCTIONS OF APPLICATION:</b>	Email resume and a short cover letter to Ms. Rachel de Guzman, Office and Human Resources Manager, <a href="mailto:rachel@amchamphilippines.com">rachel@amchamphilippines.com</a> and place “INTERN-Membership Department” in the subject line.
<b>COMPANY DETAILS:</b>	The American Chamber of Commerce of the Phils., Inc. 2/F Corinthian Plaza Building Paseo de Roxas Makati City Tel: 818-7911 Fax: 811-3081 Website: <a href="http://www.amchamphilippines.com">http://www.amchamphilippines.com</a>