



Forestry Innovation Consulting (Vietnam) LTD is a subsidiary of Forestry Innovation Investment (FII), a Crown agency of the British Columbia (BC) Government and headquartered in BC., with a focus on expanding opportunities for BC forest products and ensuring the forest sector continues to grow and prosper. Market development activities in Vietnam are managed under the brand Canadian Wood Vietnam (www.canadianwood.com.vn) who operate from a local office in Binh Duong Province.

Canadian Wood Vietnam promotes BC and Canada as a global supplier of quality, environmentally responsible wood products from sustainably managed forests. Through market development programs, Canadian Wood works closely to support wood industry professionals including manufacturers, designers and wholesalers to educate, inform and grow the market for BC wood species across Vietnam.

Marketing and Administration Coordinator – Vietnam (One Year Contract)

FII Vietnam has an employment opportunity for a Marketing and Administration Coordinator working in our Vietnam office. FII Vietnam is charged with introducing BC wood products and promoting their widespread use in Vietnam. The Coordinator plays a key role in supporting FII Vietnam's market development activities in the key responsibility areas of Office Administration, Marketing and Promotions, and Wood Product Trial Coordination.

With solid marketing and communications knowledge, the Coordinator leads and manages local marketing activities, including coordination of the media buy plan, developing and updating marketing materials (print and digital), website content, tradeshow participation, coordination of educational seminars and special events, and providing administrative support to FII Vietnam's local team.

We are looking for someone with strong business communication in English and Vietnamese along with 5-7 years of experience in a similar role. A degree in marketing, communications or related discipline as well as experience in media buying, event planning, maintaining a CRM, copy writing, and providing administrative support are essential. Familiarity with Vietnam's market for wood products and furniture would be an asset.

If you have relevant experience, are committed to a collaborative team approach, have the demonstrated skills and knowledge along with initiative and great interpersonal communication skills, we would like to hear from you. Please view the job description and qualifications at bcfii.ca/careers, prior to submitting your resume and cover letter electronically, in confidence, along with salary expectations, to careers@bcfii.ca.