

Job Description

About

The elkamy team has built a consulting company with an extensive footprint across Australia and Thailand through the diverse talents and personalities of our consultants. We are more than just a consulting firm. We are an all-in-one solutions provider that offers companies the expertise and skills needed to support businesses achieve their ambitions.

At elkamy, we take the time to get to know your company and understand your vision and needs so we can provide you with the best possible advice and support. Whether it's supporting your overseas business expansion, providing you and your leadership team with advice on government engagement, assessing and understanding risk, or managing events and communications, our team will bring together our diverse skills and expertise to deliver the results businesses deserve.

Further information at: www.elkamy.com.au

Position

Job Title:	Senior Consultant
Job Type:	Contractor
Duration:	4 months, with the possibility of ongoing employment
Location:	Thailand or Australia
Salary:	50,000 – 55,000 baht per month, negotiable based on experience
Reports to:	Managing Director

Duties and Responsibilities

The Consultant will work with the Managing Director to assist in the delivery of elkamy's contracts and support business development activities. Duties and responsibilities include, but is not limited to:

- Supporting the elkamy team with the implementation of the scopes of work for existing private sector clients including:
 - undertaking desk and primary research for clients on political and economic issues and identifying industry challenges;
 - liaising with government agencies in Australia and Thailand, including the Thailand Board of Investment (BOI);
 - coordinating with clients to assist in the development of BOI applications and project implementation and utilization of privileges;
 - supporting clients with successful market entry including the preparation and implementation of market entry reports;
 - providing translation services for clients including the translation of government policies, announcements and legislation; and
 - drafting and preparing analytical reports, meeting minutes and notes and other written material for elkamy clients.
- Supporting the elkamy team with the coordination of business missions in Thailand and Australia including:
 - liaising with relevant government agencies, embassies and business chambers;
 - developing mission programs and coordinating logistics for mission activities;
 - providing translation and other support services for mission participants; and
 - drafting mission briefing packs and meeting report summaries.

- Supporting the Managing Director in delivering elkamy's contract with the BOI including:
 - analysing the Australian and New Zealand business and economic environment to assist in identifying businesses who may benefit from overseas investment opportunities;
 - assisting with the development of investment promotion events (in person and virtual), securing guest speakers and coordinating logistics;
 - drafting event collaterals including run sheets, email invitations and promotion materials with the support of elkamy's graphic designer;
 - drafting analytical reports and briefing notes on the investment environment in Australia and New Zealand; and
 - liaising with the BOI's Sydney Office, government agencies and event partners and participants.
- Supporting the elkamy team with business development activities including:
 - mapping viable business development targets in Thailand and Australia and suggesting approaches and supporting the Managing Director during the business development meetings; and
 - working with potential clients to understand their needs and to develop scopes of work.
- General administrative duties including:
 - scheduling and preparing documents for meetings and general diary and email management;
 - assisting with client invoicing and payment of accounts;
 - drafting emails and correspondence; and
 - maintaining and updating elkamy's social media accounts and client management databases.

Qualifications, Skills, and Experience

- Prior experience dealing with senior executives and government agencies in both Thailand and Australia and a sound understanding of Thai and Australian government and business cultures.
- Ability to work independently, managing multiple projects with a highly disciplined approach.
- Strong written and analytical skills including critical thinking, research, and data literacy.
- Experience maintaining multiple social media platforms, such as Facebook and LinkedIn, as well as with Microsoft Office products and marketing tools including Mailchimp and HubSpot.
- An understanding of the investment landscape and incentives in Australia and Thailand.
- Fluent in Thai and English (written and spoken)
- A Bachelors degree is desirable but not mandatory.