



Job Description

TRADE AND BUSINESS SERVICES ASSISTANT

ABOUT THE BRITISH CHAMBER OF COMMERCE MYANMAR

The British Chamber of Commerce Myanmar is an independent, non-profit membership organisation, accredited by the British Chambers of Commerce (UK). The Chamber helps to develop, promote, support and represent sustainable and transparent British trade and investment into and from Myanmar.

The organisation launched in July 2014 with the support of high profile British businesses and four Founding Patrons: Shell, Jardines, Prudential and Standard Chartered Bank. The Chamber has since grown to a network of over 220 member companies, representing British, Myanmar and regional corporates and business entities and has become a leading business membership organisation in Myanmar.

The Chamber provides up-to-date and relevant information on doing business in Myanmar, regular social networking events and presents members with a platform to engage the businesses and governments of Myanmar and the UK on topical issues of mutual interests that will contribute to growing bilateral trade and investment between the two countries.

POSITION OVERVIEW

The focus of the Trade and Business Services Assistant role is to support the Chamber in its trade promotion between the UK and Myanmar and carry out all duties required in supporting Business Services activities to assist UK companies with entering the market.

This is an exciting and varied role, which offers opportunities to gain experience in all aspects of the business. The Trade and Investment Assistant will be working within the Chamber's Business Services team and directly with the Trade and Business Services Manager. The role requires the ability to engage with UK companies, Myanmar companies and the UK government. The Trade and Investment Assistant will have the opportunity to be involved in wider Chamber activities.

The responsibilities are likely to change over time so candidate will need to be willing to adapt as required. The successful candidate will be an enthusiastic team player who is keen to learn and develop new skills. Experience in business is not essential but an interest in business and the economy is. For the right candidate there will be opportunity to take on more challenging work if desired.

DUTIES AND RESPONSIBILITIES

Business Services – Research and administrative support

- Support the Trade and Business Services team in the upload and publicising of business opportunities in Myanmar to UK companies.
- Support the Trade and Business Services Manager in the follow-up and engagement with UK companies.
- Support the Trade and Business Services team in the promotion of Myanmar to UK companies.
- Support the Trade and Business Services team in the maintenance of the Chamber's Myanmar and UK database of contacts / CRM system.
- Support the Trade and Business Services Manager with the collection of desk research and engaging with Myanmar contacts on sourcing business opportunities.
- Support the wider Chamber team as and when required.

Business Services – Communications support

- Support the Trade and Business Services team in the marketing and communications to Myanmar companies.
- Support the Trade and Business Services team in the marketing and communications to UK companies about Myanmar, the British Chamber and Chamber's Business services.
- Support the Trade and Business Services Manager on marketing and communications tasks relating to the publicising of UK trade to Myanmar companies.
- Support the wider Chamber team as and when required.

Business Services – Business matching and programme support

- Support the Trade and Business Services team to manage all logistics for market visits.
- Support the Trade and Business Services team in managing the contact, follow up and arrangement of meetings with Myanmar companies.
- Support the Trade and Business Services Manager in the follow up with the Myanmar companies after services delivery to UK clients.
- Support the Trade and Business Services team with overall business development for business matching services.

Business Services – Events management

- Support the Trade and Business Services team in liaising with event venues, attending events and assisting in the management of the set-up of the venue and registration of attendees and related travel and hotel bookings.
- Support the Trade and Business Services team in any follow-up necessary related to events with the UK Client.
- Support the Trade and Business Services team in working with the British Embassy and Department for International Trade on collaborative events.
- Support the Trade and Business Services team to maintain good relationships with British Embassy staff and UK Department for International Trade staff.
- Support the wider Chamber team as and when required on Chamber events.

QUALIFICATIONS AND EXPERIENCE

The Trade and Investment Assistant is a crucial function for the delivery of the Chamber's Business Services for UK companies and the development of relationships with the Myanmar Business community.

- Educated to degree level.
- A Myanmar National with a good level of English.
- At least 1-2 years work experience / relevant work experience with the Private sector is an advantage.
- Experience in basic office administration is essential.
- Experience of organising events is an advantage.

DETAILS

Title:	Trade and Business Services Assistant
Reporting to:	Trade and Business Services Manager
Working Hours:	Full Time
Location:	British Chamber of Commerce Myanmar 4 th Floor, 192 (Middle Block), Bo Myat Htun Street, Pazundaung Township, Yangon, Myanmar
To Apply:	Please send your CV and Cover Letter to: Secretary, British Chamber Myanmar: ksoe@britishchambermyanmar.com