



Job Description

EVENTS AND MARKETING ASSISTANT

ABOUT THE BRITISH CHAMBER OF COMMERCE MYANMAR

The British Chamber of Commerce Myanmar is an independent, non-profit membership organisation, which promotes, supports and represents business interests in Myanmar.

The organisation launched in July 2014 with the support of high profile British businesses, our four Founding Patrons: BG Group, Jardines, Prudential and Standard Chartered Bank. The Chamber has since grown to a network of over 250 member companies, and has become a leading business membership organisation in Myanmar.

The Chamber provides regular networking opportunities for the business community, up to date and relevant information on doing business in Myanmar and a platform for members to engage with Government on issues affecting business.

UK Department of International Trade (DIT) and the Chamber work closely together to offer services and events for the business community in Myanmar as well as to help new market entrants identify the opportunities in Myanmar and navigate the challenges of establishing a business here. The Chamber supports responsible, sustainable and transparent investment in Myanmar.

POSITION OVERVIEW

The position will offer an excellent opportunity to the successful applicant to work with multinational and local companies in a dynamic, professional and challenging work environment.

The position requires a candidate with strong social and negotiation skills as well as the ability to work rigorously to and adapt to a fast paced business environment. This is a demanding role in a complex, evolving business environment and the successful candidate will be committed, resourceful and self-motivated.

Reporting directly to the Events & Marketing Manager (EMM), the Events & Marketing Assistant will provide support to the British Chamber of Commerce Myanmar team.

DUTIES AND RESPONSIBILITIES

Event support

- Work with the EMM coordinating a broad range of events including panel and speaking engagements, substantive seminars and conferences, workshops, social events and receptions.
- Assist with coordination of venues and vendors and maintain excellent working relationships with them.
- Management of invitations, RSVP's, registration, thank you emails and feedback surveys.
- Assist in the production of proposals and presentations.

Marketing & Communications

- Assist the EMM in updating and maintaining a full suite of marketing collateral, video, Web, printed and PowerPoint presentations.
- Draft press releases, social media plans, and monthly newsletters.

Membership & Subgroup Management

- Coordination of membership directory, membership benefit delivery and delivery of memorandum of understanding (MOU's) benefits
- Coordination of meeting dates and venues, managing the member lists, taking meeting minutes and drafting agendas for the sector specific working groups under the Chamber.

Administration

- Support the Office Manager with general administrative tasks.
- Ensure key information systems such as the website, member database, CRM and events calendar are kept up-to-date.

PERSON SPECIFICATION

The successful candidate will be interested in supporting trade and investment in Myanmar and will be a motivated, enthusiastic team player who is fast to learn. Some evening and weekend work will be required.

- Motivated and proactive.
- Able to work independently.
- Sense of ownership and responsibility.
- Willingness to work on weekends and outside of working hours, on occasion.
- Flexible and innovative approach to challenges.

QUALIFICATIONS AND EXPERIENCE

The candidate must also demonstrate a level of skill required as a result from their qualifications and/or experience:

- 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, social and communication skills, including excellent partnership working and client management skills.
- Ability to work under pressure and problem solve.

- Excellent IT skills and strong proficiency in Microsoft Office, including Excel.

DETAILS

Title: Events & Marketing Assistant

Reporting to: Chief Executive Officer and Events and Marketing Manager

Working Hours: Full Time

Location: British Chamber of Commerce Myanmar

4th Floor, 192 (Middle Block), Bo Myat Htun Street, Pazundaung Township, Yangon, Myanmar

To Apply: Please send your CV and Cover Letter to:
events@britishchambermyanmar.com

Only shortlisted candidates will be contacted. Employment offers are subject to successful clearance of pre-employment checks.

Application deadline: 31 August 2017