



MEMBERSHIP & SERVICES OFFICER - JOB VACANCY

ABOUT THE BRITISH CHAMBER OF COMMERCE MYANMAR

The British Chamber of Commerce Myanmar (BCCM) is a not-for-profit business association established in 2014 to support responsible businesses and promote trade and investment opportunities between the UK and Myanmar.

Accredited by the British Chambers of Commerce (UK), we represent over 220 member companies and provide advocacy, networking, training and business support services for the Myanmar and international business community.

Role Purpose:

We are seeking a proactive, relationship-driven Membership & Services Officer to strengthen our member network and deliver high-quality services to our valued members.

Reporting to the CEO, the role focuses on recruiting new members, retaining existing ones, and enhancing engagement through member services, events, communications, and tailored support. You'll also oversee membership data, reporting, and work closely with the Marketing and Events Teams to ensure members gain value, benefits and visibility.

Key Responsibilities:

- Develop and implement a membership growth and engagement plan.
- Recruit new members across Myanmar, UK and international business communities.
- Manage and develop membership benefits and categories.
- Build and maintain strong relationships with existing members and stakeholders.
- Manage membership processes — applications, renewals, and payments.
- Manage and maintain accurate CRM (Glue Up) data and generate membership reports.
- Support delivery of member events, trainings, briefings, and promotional activities.
- Collaborate with Marketing and Events Teams on communications and sponsorships.
- Identify new opportunities to enhance member services and benefits.

Qualifications:

- Bachelor's degree in Business, Marketing, Communications, or a related field and/ or relevant experience.
- 2–3 years' relevant experience in membership, client relations, sales or business development.
- Strong communication, relationship-building, and project management skills.
- Excellent English - written and oral communications skills with proficiency in Myanmar language.
- Proficient in MS Office and social media tools.
- Experience using CRM systems (preferably Glue Up) would be a benefit.



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British Chamber of Commerce Myanmar

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Personal Qualities:

- Professional, positive, and people-oriented.
- Self-motivated and solution focused with a sense of ownership and initiative.
- Strong team player with flexibility and a cheerful, can-do attitude.
- Reliable, responsible, organized, and discreet.

Why Join Us:

- Be part of a respected international Chamber driving business impact in Myanmar.
- Work in a dynamic and supportive team environment.
- Competitive salary and professional development opportunities.

Application Process:

Submit your **Cover Letter, CV, and Two References** to info@britishchambermyanmar.com by **17:00 (Myanmar time), Monday 24 November 2025**.

Only shortlisted candidates will be contacted for interviews (26–28 November 2025).

BCCM is an equal opportunity employer.

We welcome applications from all qualified candidates regardless of gender, ethnicity, or background.