



**Registration Number: No. 115646346**  
**British Chamber of Commerce Myanmar**  
**Suite No #06-04, Level - 6**  
**Junction City Tower**  
**Pabedan Township**  
**Yangon, Myanmar**

## Job Description

### MEMBERSHIP MANAGER

#### ABOUT BRITISH CHAMBER OF COMMERCE MYANMAR

The British Chamber of Commerce Myanmar is an independent, non-profit membership organisation, affiliated with the British Chambers of Commerce (UK). The Chamber helps to connect, develop and grow sustainable British Trade and Investment into and from Myanmar.

The organisation was 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 260 member companies, representing British, Myanmar and regional corporates and business entities and has become a leading business membership organisation in Myanmar.

The Chamber provides market insights 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 interests that will contribute to growing bilateral trade and investment between the two countries.

#### POSITION OVERVIEW

- The position will offer an excellent opportunity to the successful candidate to work with multinational and local companies in a dynamic, professional and challenging work environment.
- The position requires a candidate with strong social and interpersonal skills as well as the ability to work rigorously in a fast paced business environment. This is a demanding and strategic role in a complex, evolving business environment. The successful candidate will be resourceful, competitive and result-oriented.
- Reporting directly to the Chief Executive, Membership Manager will have overall responsibilities in the areas below and provide support and insight to Chief Executive in the implementation of an action plan for Membership acquisition and retention in line with the Chamber's annual Business Strategy.



## DUTIES AND RESPONSIBILITIES

- In charge of Member Relations Management in keeping track of membership growth and retaining the existing members with extensive relationship management.
- Attend Chamber and non-Chamber events to engage with members and secure potential new members.
- Organise regular meetings with members and prospect members to address communications and member satisfaction issues and assist on utilising their member benefits.
- Work together with Events and Marketing Manager to help in organising events that are in line with the members' needs and expectations.
- Updating Chamber Membership Directory online with the help of Membership assistant.
- Work together with Finance Officer regarding Membership invoices and payments.

## QUALIFICATIONS AND EXPERIENCE

- University degree or any relevant education
- At least 3 years or more work experience, preferably in Sales, Customer Service, Relationship Management or Business Development.
- Sales driven and strong influencing, negotiation and persuasion skills.
- Experience in database management is preferred.
- Experience in Marketing and Communications is preferred.
- An interest and experience in the UK is preferred.
- Fluent in English and preferably in Myanmar as well.
- Both local and international applicants are welcome.

## DETAILS

Title: Membership Manager

Reporting to: Chief Executive Officer

Employment Type: Full time

Location: **British Chamber of Commerce Myanmar**  
Suite No #06-04, Level – 6, Junction City Tower, Pabedan Township, Yangon,  
Myanmar, Office +95 (0) 19253748



To apply:

Please send your CV and Cover Letter to:  
[info@britishchambermyanmar.com](mailto:info@britishchambermyanmar.com)

Only shortlisted candidates will be contacted.

**Application deadline: 23 January 2020**