



## JOB DESCRIPTION

### ABOUT THE BRITISH CHAMBER OF COMMERCE MYANMAR

BCCM started life as the British Business Group in 2013 and was formalized in July 2014 as a Myanmar registered not-for-profit business association with DICA. The Chamber operates independently based on Articles of Association. It is governed by a Chair, supported by a Board of Directors, and has an appointed CEO. The board consists of 11 elected local and international business leaders (and two ex-officio Directors, one each from the British Embassy and the British Council). BCCM is affiliated with the British Chambers of Commerce, based in the UK through annual membership.

BCCM is one of the largest international Chambers of Commerce operating in Myanmar with 220 member companies and close to 1,000 participants. As a voice of international business and a sounding board for engagement with businesses the Chamber aims to support an active business network. BCCM is committed to being an advocate of sustainable and responsible business that builds the prosperity, and supports the long-term benefit, of the Myanmar people.

BCCM offers a vibrant and flexible working environment, where you will have the opportunity to contribute to strengthening bilateral trade relations between Myanmar and the UK while supporting businesses in their growth and success in Myanmar.

**Duration:** 12 Months Programme

#### Position Overview:

This role offers a unique opportunity to gain hands-on experience of the British Chamber of Commerce, Myanmar including, trade & business services, event management, membership recruitment, retainment and benefits, marketing & communications, financial and administration management and quality control of database management and CRM management. The intern will work closely with all members of our team to support various projects and initiatives. An opportunity to gain practical, hands-on experience working alongside our team to advance your career path.

#### Key Responsibilities:

### **Database Management:**

- Maintain and update our member database in collaboration with relevant departments.
- Ensure data accuracy and integrity.
- Assist in data analysis and reporting.

### **CRM Management:**

- Manage and update the CRM system.
- Assist in the development of CRM strategies to enhance member engagement.
- Generate reports and insights from CRM data.

### **Support for Chamber Activities:**

- Be given hands-on experience of finance, events, membership, marketing, communications, trade, and business services on a rotational month basic.
- Provide administrative support to various departments and Ad hoc tasks assigned by the line manager and CEO as needed.
- Participate in planning, supporting and executing Chamber events and activities.
- Taking meeting minutes for assigned meetings and attending assigned ad hoc events as directed by the line manager and providing reports.

## **QUALIFICATIONS AND EXPERIENCE**

- Graduated.
- A Myanmar National.
- Experience in basic office administration is essential.
- Experience in Marketing, Sales or Business Development is an advantage.
- Good written and spoken English is an advantage.
- Research and notetaking skills are an advantage.
- A proactive personality and adaptable mindset with a strong willingness to learn.
- Flexible thinker, team player with an interest in business, trade, communications, marketing, and event management.

## **DETAILS**

Title: Intern (Paid)

Reporting to respective line manager on a rotating basis.

Working Hours: Full Time (09:00 – 17:00)

Location: British Chamber of Commerce Myanmar

Level 8, Unit #2, Uniteam Office Building, 84 Pun Hlaing, Sanchaung Township, Yangon, 111111 Myanmar



**Registration Number: No. 115646346**  
**British Chamber of Commerce Myanmar**

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To Apply: Please send your CV and Cover Letter  
to: Ms. Anna (Trade and Business Services Manager) and Admin's email at  
[ayenyein@britishchambermyanmar.com](mailto:ayenyein@britishchambermyanmar.com) and [info@britishchambermyanmar.com](mailto:info@britishchambermyanmar.com)

Deadline: 9th May 2025  
Starting Month: June 2025  
Interviews: 15<sup>th</sup> & 16<sup>th</sup> May 2025