



## 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 230 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 Chief Executive. 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 and role 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 – Business matching and programme support**

- Support the Trade and Business Services Manager in leading and managing logistics for market visits.
- Support the Trade and Business Services Manager 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 UK clients and seek / record feedback after services have been delivered.
- Support the Trade and Business Services team with overall business development for business matching services.

### **Business Services – Marketing & Communications support**

- Support the Chief Executive in carrying out activities related to the engagement and communications with the Chamber's UK business network of members and non-members, including the collation of content for the Chamber's UK newsletter and maintaining the Chamber's Trade and Business Services web page.
- Support the Chief Executive in the implementation of marketing and communications activities to UK companies about Myanmar, the British Chamber and Chamber's Business services.
- Support the Trade and Business Services Manager in the marketing and communications to Myanmar companies.
- Support the wider Chamber team as and when required.

### **Business Services – Research and administration**

- Support the Business Services Team with the collection of research and data.
- Maintain and update the Chamber CRM Eventbank UK and Myanmar company contacts.
- Provide ad-hoc research for projects assigned by the Chief Executive.
- Support the Business Services team in the development and building of Myanmar Company / agent / distributor contacts for the Myanmar companies' database.
- Maintain up to date files for Business Services on DropBox..
- Provide support to the wider Chamber team as and when required.

### **Business Services – Events management**

- Support the Trade and Business Services team in all aspects of delivering an event on behalf of a UK client or for Myanmar companies.
- Support the Trade and Business Services team in working with the British Embassy and Department for International Trade on collaborative events.
- Maintain good relationships with British Embassy and 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.
- 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 in Marketing, Communications or Business development is an advantage.
- Good written and spoken English is an advantage.
- Research and note taking skills are an advantage.

## DETAILS

<b>Title:</b>	Trade and Business Services Assistant
<b>Reporting to:</b>	Chief Executive
<b>Working Hours:</b>	Full Time
<b>Location:</b>	British Chamber of Commerce Myanmar Suite No#06-04, Level 6, Junction City Tower. Corner of B
<b>To Apply:</b>	Please send your CV and Cover Letter to: <a href="mailto:chloe@britishchambermyanmar.com">chloe@britishchambermyanmar.com</a> Chief Executive, British Chamber Myanmar
	<b>Deadline:</b> 12pm Thursday 21 September 2017
	<b>Interviews:</b> Monday 25 September / Tuesday 26 September (times TBC)