



JOB VACANCY

Membership Services Assistant

The Cambodian Federation of Employers and Business Associations (CAMFEBA), established on 13 June 2000, is an autonomous and independent federation of employers and business associations recognized and registered with the Ministry of Labor and Vocational Training of Cambodia. Due to the increasing need for the private sector to stand together with a unified voice, CAMFEBA has become the premier federation representing, promoting and safeguarding the rights and interests of employers in Cambodia.

Due to our rapid growth, we are now looking for a qualified Cambodian candidate to fill in the position of

Membership Service Executive.

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| Job Title | : | Membership Services Assistant |
| Duty Station | : | CAMFEBA's Head Office in Phnom Penh |
| Reporting Line | : | Membership Services Executive |
| Salary Range | : | (negotiate) |

RESPONSIBILITIES:

Under the supervision and monitoring of Training and Membership Services Manager, the Membership Service Executive is responsible for, but not limit to, the following duties and responsibilities:

A. Business Development:

- Support team in promoting CAMFEBA's membership and mobilizing resource through sponsorship and advertisements
- Develop weekly work plan and monthly performance report
- Assist the membership team in developing and analysing Client Need Assessment (CNA)

B. Sale Promotion and Marketing

- Accompany the membership team to entertaining call-in and walk-in potential members
- Conduct regular company visit to all target companies
- Conduct yourself in accordance with CAMFEBA's Code of Conduct

C. Coordinating Event/Training Program

- Provide assistance coordinate membership applications and data entry
- Take minutes of department meeting
- Control marketing materials and produce the monthly report

- Others as assigned

QUALIFICATION & REQUIREMENTS:

- Graduate in business administration or related fields
- At least one-year experience in sales, marketing or communications is advantage
- Knowledgeable in Microsoft Office and E-mail
- Knowledgeable in market research or other fields
- Good at communication and customer satisfaction
- Highly responsible for work completion with accuracy and within the deadline
- Be flexible, initiative and creativity
- Honest, highly committed and following the work ethics
- Be able to work in the team and individually
- Be able to work full-time and ability to work under pressure
- Good in both verbal and written English

CAMFEBA is committed to equal opportunities. Women are particularly encouraged to apply. Interested applicants should submit their CVs and Cover Letters by email at hr@camfeba.com or 023 23 00 23 / 012 936 009. Please do not send certificates or copies of testimonials at this stage. Only shortlisted candidates will be notified and called for interview.

