



JOB DESCRIPTION

MEMBERSHIP SERVICES ASSISTANT

JOB TITLE : Membership Services Assistant
DUTY STATION : Phnom Penh, Cambodia
REPORTING LINE : Membership Services Executive
SALARY RANGE : 250 – 500

RESPONSIBILITIES:

Under the supervision and monitoring of Head of Membership Department, the Membership Services Assistant is responsible for, but not limit to, the following duties and responsibilities:

Business Development:	<ul style="list-style-type: none"> - 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)
Sale Promotion and Marketing:	<ul style="list-style-type: none"> - 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
Coordinating Event/Training Program:	<ul style="list-style-type: none"> - 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:

- Under graduate or Graduated in marketing or related fields
- At least have an 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
- Good in both verbal and written English

CAMFEBA is committed to equal opportunities. Women are particularly encouraged to apply. Interested candidate shall direct your CV along with cover letter to email: hr@camfeba.com. Please do not send certificates or copies of testimonials at this stage. Only shortlisted candidates will be notified and called for interview. For more information, please contact to our HR team via: 023 23 00 23 or 012 936 009 / 098 221 777.