



## JOB DESCRIPTION

### MEMBERSHIP SERVICES EXECUTIVE

**JOB TITLE** : Membership Services Executive  
**DUTY STATION** : Phnom Penh, Cambodia  
**REPORTING LINE** : Senior Membership Services Executive  
**SALARY RANGE** :

#### RESPONSIBILITIES:

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

<b>Business Development:</b>	<ul style="list-style-type: none"> <li>- Participate in mobilizing resources through various forms of training, membership and marketing activities</li> <li>- Work with the membership services team to develop and analyse Client Need Assessment and scope of services</li> <li>- Develop and implement membership and marketing strategies to promote CAMFEBA and its services</li> <li>- Work closely with the membership services team to achieve KPIs assigned by the management</li> <li>- Develop weekly work plan and monthly sales performance report</li> </ul>
<b>Sale Promotion and Marketing:</b>	<ul style="list-style-type: none"> <li>- Entertaining call-in and walk-in clients</li> <li>- Conduct regular following up includes appointment, call and email with the customers and target companies</li> <li>- Work with membership team to regularly organize events, trainings and other marketing activities</li> </ul>
<b>Coordinating Event/Training Program:</b>	<ul style="list-style-type: none"> <li>- Recruiting the right and qualified trainers/speakers</li> <li>- Work with the team to review, edit and finalize course outlines provided by the trainers;</li> <li>- Develop annual event/training schedule</li> <li>- Facilitate events/training courses include preparing session plan, training material, and standby in the events and trainings etc...</li> <li>- Develop training report and training tools from time to time</li> <li>- Conduct research on training tools and materials</li> <li>- Other tasks as assigned</li> </ul>

**QUALIFICATION & REQUIREMENTS:**

- Graduate in business administration or related fields
- At least two-year's 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 candidate shall direct your CV along with cover letter to email: [hr@camfeba.com](mailto: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.