**Job Description: Assistant to the Executive Director – BritCham Cambodia**

**Role Overview**
The British Chamber of Commerce Cambodia (BritCham) is one of the most respected and longest-standing international chambers in the Kingdom of Cambodia, preparing to celebrate its 30th anniversary in 2025. Under the guidance of its Board of Directors and with a recently appointed Executive Director, the Chamber has seen a notable increase in membership inquiries, applications, and event participation.

To support this growth, BritCham is hiring an **Assistant to the Executive Director** to manage administrative and marketing responsibilities, including:
• Maintaining the Membership and Subscription Databases using CRM and payment systems (Glueup and QuickBooks).
• Managing and engaging with social media platforms, including LinkedIn, Facebook, Telegram, Instagram, the Chamber’s website (Wix), and other emerging channels.
• Organizing event logistics, including sending invitations, managing bookings, and compiling post-event surveys and reports.

**Key Details**
• **Reports to**: Executive Director, Mr. Martin Darby
• **Language Requirements**: Fluency in Khmer and English
• **Residency**: Open to all nationalities currently residing in Cambodia or eligible for residency in the Kingdom of Cambodia
• **Equal Opportunity**: BritCham is an equal-opportunity employer and welcomes applications from individuals of all genders, sexual orientations, and abilities.
• **Location**: BritCham Office, British Embassy, Street 75, Khan Daun Penh (A Criminal Record Check from the Ministry of Justice will be required).
• **Work Schedule**: Full-time with flexible working hours. Evening and weekend availability is occasionally required for events.
• **Salary**: Competitive, commensurate with experience

**How to Apply**
Send your CV and salary expectations to **director@britchamcambodia.org**.