

Job Title: Membership Support Executive

Organization: British Chamber of Commerce Cambodia (BritCham Cambodia)

Location: British Embassy, Street 75, Khan Daun Penh, Phnom Penh, Cambodia

Salary: \$500/month

Employment Type: Full-Time (Flexible working hours; occasional evening/weekend work)

Start Date: As soon as possible

Application Deadline: Open until filled

Apply to: director@britchamcambodia.org

About BritCham Cambodia

Established in 1995, the British Chamber of Commerce Cambodia (BritCham) is one of the Kingdom's most respected and long-standing international business chambers. Approaching its 30th anniversary in 2025, BritCham Cambodia is experiencing rapid growth and expects to reach 100 member companies by the end of the year.

Position Overview

BritCham Cambodia is seeking a proactive and detail-oriented **Membership Support Executive** to assist in managing its expanding membership base. This role involves providing high-quality support to existing and prospective members, maintaining accurate administrative records, and coordinating with internal and external stakeholders, including the British Embassy.

Key Responsibilities

- Respond to membership inquiries and guide potential members through the application process.
 - Conduct due diligence checks and prepare corresponding reports.
 - Maintain and update the membership and subscription databases using CRM and financial tools (e.g., GlueUp, QuickBooks).
 - Address and follow up on requests from existing members, including arranging visits, meetings, marketing support, and introductions.
 - Liaise regularly with BritCham Cambodia staff, the Executive Director, and British Embassy officials to coordinate services and communications.
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Requirements

- **Language:** Fluency in English required; Khmer language skills are an advantage.
 - **Residency:** Open to all nationalities currently residing in Cambodia or eligible to reside in the Kingdom of Cambodia.
 - **Experience:** Previous experience in administrative support, customer service, or membership coordination is preferred.
 - **Technical Skills:** Familiarity with CRM systems, database management, and payment platforms is highly desirable.
 - **Other:** A Criminal Record Check from the Ministry of Justice is required.
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Equal Opportunity Employer

BritCham Cambodia is an equal opportunity employer. We welcome applications from individuals of all backgrounds, genders, sexual orientations, and abilities.

How to Apply

Please send your CV and a brief cover email to:

 director@britchamcambodia.org