

**Job Title:** Membership Manager

**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 or Part-Time (occasional evening/weekend work)

**Start Date:** September 2025

**Apply to:** [director@britchamcambodia.org](mailto:director@britchamcambodia.org)

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## 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 November 2025, BritCham Cambodia is experiencing rapid growth and expects to reach 100 member companies in the next few months.

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## Position Overview

BritCham Cambodia is seeking a proactive and detail-oriented **Membership Manager** 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.

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## 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 will be 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.

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## How to Apply

Please send your CV and a brief cover email to:

 [director@britchamcambodia.org](mailto:director@britchamcambodia.org)