

## **Job Description: Events Manager – BritCham Cambodia**

### **Role Overview**

The British Chamber of Commerce Cambodia (BritCham) is one of the most respected and long-established international chambers in Cambodia, set to celebrate its 30th anniversary in 2025.

With strong leadership from the Board of Directors and Executive Director, the Chamber has experienced significant growth in membership inquiries, applications, and event participation.

To support this expansion, BritCham is seeking an **Events Manager** to lead the planning and execution of events for its members, including:

- Developing and managing the **event calendar**
- Engaging with **members, the British Embassy, partners, and sponsors**
- Overseeing **event logistics**, post-event evaluations, and reporting

### **Growth Potential**

This is a **managerial-level** role with strong potential for advancement within the Chamber. The selected candidate may have the opportunity to progress into a **Deputy** role or **Executive Director successor** in the future. This position may also evolve to include direct reports. **Leadership and relationship management skills** will be key areas of evaluation during the interview process.

### **Key Details**

- **Reports to:** Executive Director, Mr. Martin Darby
- **Language Requirements:** Fluency in English (additional languages are a plus)
- **Residency:** Open to all nationalities currently residing in Cambodia or eligible for residency
- **Equal Opportunity:** BritCham is an equal-opportunity employer and welcomes applicants of all genders, backgrounds, and abilities
- **Location:** BritCham Office, British Embassy, Street 75, Khan Daun Penh (*A criminal record check is required due to the secure working environment*)
- **Work Schedule:** Full-time, with flexible working hours. Some evening and weekend availability is required for events.
- **Salary:** Competitive, based on experience

### **How to Apply**

Send your **CV and salary expectations** to [director@britchamcambodia.org](mailto:director@britchamcambodia.org)