

BUSINESS DEVELOPMENT OFFICER

The French Myanmar Chamber of Commerce (“FMCCI”), is an Association not for profit duly registered in the Republic of the Union of Myanmar (“Myanmar”) in compliance with the Myanmar Company Law. Believing that trade led to development, the objectives of the chambers include: to provide a forum for business actors to discuss commercial matters; to assist its members in doing business in Myanmar; to promote closer links and communication with other chambers; to obtain, share and distribute trade related information with interest professional bodies; to advise and assist in the promotion of trade, investment, finance and industry between Myanmar and France or any other country.

The Chamber is currently looking for a Business Development Officer capable of handling business services and FMCCI’s data management.

- Reports to:
 - Assistant Business Development Manager
 - Chief Executive Officer (only if needed)

- Job Summary

The role of the Business Development Officer is to play a crucial role in managing relationships with members, supporting events and training, coordinating communications, and assisting in the delivery of business services of the French-Myanmar Chamber of Commerce & Industry incorporated, company limited by guarantee (association) (“**FMCCI**”). The officer will also be responsible for ensuring the accuracy and quality of processes, and contribute to the overall growth and engagement according to FMCCI’s standards and its stakeholders to receive service-oriented approaches in all services they get in touch with.

The role of the Business Development Officer requires an interest in:

- Assist Assistant Business Development Manager; by handling listings and data analysis for surveys, acting as the customer relations responsible, taking care of business clients, and by supporting him/her on all other services and activities whenever needed;
- Handle documentation and account management for members, business service clients, and trainers.

- Main responsibilities as Business Development Officer

- Membership
 - Ensure that all member listings and contacts are up-to-date and accurately presented at all times;
 - Prepare and update presentations and materials related to membership benefits and opportunities;
 - Assist in conducting due diligence for potential and existing members to ensure compliance with organizational standards;
 - Collaborate with the finance teams to ensure all documentation and processes are complete;
 - Serve as a primary point of contact for members, addressing inquiries, concerns, and requests;

- Regularly engage with members to maintain strong relationships and ensure high satisfaction levels;
- Manage specific projects given by the Management of FMCCI.
- Events & Training
 - Support the planning and execution of events, including conferences, seminars, and networking events;
 - Coordinate with vendors, venue providers, and other stakeholders to ensure smooth event operations;
 - Handle on-site event management, including registration, guest services, and post-event follow-up;
 - Prepare and organize documentation required for trainers and clients as part of the business services offered by the organization;
 - Assist in organizing and managing logistics for training sessions, workshops, and seminars;
 - Coordinate with trainers, clients, and participants to ensure all training events run smoothly;
 - Ensure that all training materials are up-to-date and accessible to relevant stakeholders.
- Communications
 - Assist in developing and executing communication campaigns, including social media, email marketing, and website content;
 - Draft, edit, and distribute newsletters, press releases, and other communication materials to members and stakeholders;
 - Handle reception duties, including answering phone calls, greeting visitors, and managing incoming communications;
 - Ensure all inquiries are directed to the appropriate department and follow up as needed.
- Educational background
 - Any Bachelor's degree in Business Administration, Marketing, Communications, or a related field, (or) equivalent qualification.
- Required experience
 - At least 2 years of experience in business development, event management, or a related area.
 - Experience in filing, document archiving, data entry for projects, payments.
- Required skills and qualities
 - Fast learner with strong initiative and desire to progress;
 - High professional integrity and excellent interpersonal skills;
 - Strong presentation skills and excellent communication in both English and Burmese;
 - Detail-oriented with strong analytical and basic accounting knowledge;
 - Proficient in Microsoft Office (Word, PowerPoint, Excel);
 - Customer service-focused with the ability to work in a cross-cultural environment;
 - Basic understanding of Myanmar business laws and contracts;
 - Able to manage multiple projects independently in a fast-paced environment.