

### **Account Executive – Membership & Sponsorship**

The British Chamber of Commerce Vietnam (BritCham Vietnam) is looking for a talented, determined and energetic individual to join the team in the position of Account Executive - Membership & Sponsorship. The position is based in Ho Chi Minh City.

#### **Job description:**

- Responsible for all membership & sponsorship enquiries and introducing the different packages to potential members and sponsors.
- Source/plan, target and convert new members through business development activities (marketing, attending events, research etc).
- Source/plan, target and convert new sponsors (event & national annual sponsorship) through business development activities (marketing, attending events, research etc).
- Develop/update member and sponsor benefits.
- Follow up with necessary administrative work for new members/sponsors making sure prompt and timely management of membership/sponsorship applications.
- Maintain fruitful relationship with BritCham members and liaise with other BritCham functions to address their needs effectively. Planning how this can be strengthened where necessary.
- Responsible for the yearly membership/sponsorship renewal process, including all invoicing and reporting.
- Plan and execute a marketing plan (with marcomms) to promote Chamber membership and sponsorship.
- Be responsible for maintaining a clean member database, stakeholders, and potential partners, Including making sure the website and management platform are up to date with new joiners.
- Produce the monthly report for the Executive Director.
- Adhoc Chamber tasks required at the discretion of the Executive Director.

#### **Requirements**

- Minimum 2 years experience as an account manager or business development executive
- Excellent communication and presentation skills in English and Vietnamese, both written and verbal
- Ability to build strong relationships with key people or organizations
- A creative mind partnered with the ability to find the best practical solutions
- Pro-active, Self-motivated, detail-oriented, well-organised, problem-solver and a 'can-do' attitude

Please send your CV to [Ngan.nguyen@britchamvn.com](mailto:Ngan.nguyen@britchamvn.com) before Friday 15<sup>th</sup> September. The salary range for the position is 20,000,000 – 23,500,000 VND