

**THE CANADIAN CHAMBER OF COMMERCE OF THE PHILIPPINES, INC.**  
*(MISSION: To represent, support, and promote Canada-Philippines business interests)*

is hiring a:

**COMMUNICATIONS AND ADMINISTRATIVE OFFICER**

**About the Position:**

The Communications and Administrative Officer is a full-time staff member of the Canadian Chamber of Commerce of the Philippines (CanCham). The Officer will be based in Cebu City with a geographic area of interest covering Visayas. This position will provide a unique opportunity for a successful applicant to be part of CanCham's team in the area. The Officer will provide direct support to the National Secretariat and its Visayas Regional Advisory Committee as well as to the Chairman of the Cebu Chapter.

The scope of responsibilities will include planning and implementing program activities (such as membership recruitment, events and media communications) as well as a range of administrative functions. The successful applicant must be a self-starter able to work as CanCham's sole employee in Cebu accountable to the National Executive Director in National Office with advice from the Chapter Chairman in Cebu. He/ she will be expected to complete planning and activities within deadlines, and address challenges with creative advice and solutions.

**Minimum education, work experience and other requirements to be eligible:**

- University graduate in Business Administration , Communications or equivalent
- At least two years full time employment in private sector and/or membership organizations
- Philippines or Canadian citizenship (with visa for residence in the Philippines)
- Philippines NBI clearance

**Required knowledge and skills to be considered:**

- Familiarity with Cebu business community and the Visayas economy
- Knowledge of accounting, events management, and media communications
- Excellent interpersonal and communication skills
- Fluent in speaking, writing, and understanding English and Filipino
- Competent in using computer, computer programs, and e- communications
- Required references: Two written references with one from most recent employer

**Remuneration and benefits:** Negotiable to be competitive with similar positions in Cebu

**Application deadline:** February 15, 2017 by email to [exdir@cancham.com.ph](mailto:exdir@cancham.com.ph)  
attention to: Ms. Cora dela Cruz, National Executive Director  
with cc: [cebu@cancham.com.ph](mailto:cebu@cancham.com.ph)

**Starting date:** Not later than March 1, 2017 in Cebu City

**Selection procedure:** Short listing based on written application as submitted

**Final selection:** By personal interview in Cebu City and reference check