

CANADIAN CHAMBER OF COMMERCE OF THE PHILIPPINES (CANCHAM)

CANCHAM MISSION:

“To represent, support, and promote Canada-Philippines business interests”

POSITION OPENING

MEMBERSHIP DEVELOPMENT and SERVICES MANAGER (CanCham National Secretariat Office, Makati City, Philippines)

The Candidate must have:

- Philippine citizenship or Canadian citizenship (with visa for residence in the Philippines)
- A university Degree in Business, Communications and Marketing, or equivalent
- Fluency in speaking, reading and writing in both English and Tagalog
- At least 5 years work experience in business and/or professional membership organizations
- At least 5 years work experience in communications, policy-development, and/or research
- Superior written and oral communication skills in both public and private contexts
- Proficiency in computer, web process applications and social media tools

Major Responsibilities include:

Reporting directly and under the direct supervision of the Executive Director , plan and achieve Cancham’s vision to increase its total membership significantly with geographic and industry composition reflecting the full range of Canada-Philippines business interests in the Philippines by:

- Increase the total membership of CanCham to specific targets as set annually by the Board of Trustees
- Plan, implement & evaluate business-related social activities and events of interest of members
- Maintain membership registrations and other membership records
- Plan and manage business services for members
- Serve as Secretary of the Board’s Membership Committee
- Establish and support committees for membership
- Support other CanCham Managers and Chairs of Chapters and Regional Advisory Committees
- Undertake other special tasks assigned by the Executive Director

Remuneration and benefits: Negotiable; Starting Date: 1 March, 2017

Closing date for submission of applications: 15 February, 2017

(Original) Letter of application to be sent to:

Cora dela Cruz, Executive Director, CanCham

CanCham Secretariat

Unit 1406 Antel Corporate Center

121 Valero St., Salcedo Village 1200 Makati City, Philippines

Cc: Email copies to be sent at same time to: exdir@cancham.com.ph