



June 2025

## **Vacancy: Event Officer**

EuroCham Myanmar is the European Chamber of Commerce, representing 165 European businesses and affiliated organisations operating in Myanmar. We provide timely insights, organise regular events and briefings, and facilitate business engagement and advocacy. Our team on the ground ensures members have access to reliable, verified information.

We are looking for an **Event Officer** to independently and collaboratively manage all aspects of our events—both online and in-person—from planning to execution. The role reports to the Head of Operations and Business Growth.

EuroCham Myanmar works with a small team in Yangon, and we are looking for someone who is a good fit to the team, an enthusiastic and dedicated colleague who understands the current business context and who is looking forward to working with us to support European business in Myanmar.

### **Key tasks**

#### **General**

- Plan and execute online and in-person events aligned with EuroCham Myanmar's strategy and member interests.
- Serve as the main point of contact for members on event matters, handling questions, registrations, following up on invoicing and payment.
- Maintain close relations with suppliers and partners, coordinate closely with external service providers to ensure smooth execution and delivery of high-quality events.
- Actively develop (event)sponsorships, developing a clear pipeline for sponsorship acquisition.
- Collaborate on PR, marketing, and communication efforts, including promotional materials and event recaps used in EuroCham Myanmar's communications.
- Track, monitor, and analyze event outcomes, gather feedback and implement findings for future event activities.
- Drive forward EuroCham Myanmar's event calendar, ensuring initiation of new relevant events, while also ensuring continued delivery of signature events.

#### **Public Relations**

- Write concept notes and event descriptions for the Chamber's internal and external collaboration events.
- Deliver post event communication, including event recaps to be used for LinkedIn or newsletter
- Act as point of contact to other Chambers, work in close conjunction with event officers from bilateral foreign chambers to realise Joint/Intra Chamber events

#### **Knowledge**

- Knowledge of event management and executions
- Knowledge of administrative and office procedures
- Knowledge of basic financial procedures

### **Communication**

- Manage all incoming and outgoing correspondence event communication and social media platforms of EuroCham Myanmar

### **Qualifications and Requirements**

- Fluency in Myanmar and English
- Ability to work online and in-person
- Excellent communication skills, ability to present complex information in a clear and engaging manner to business professionals, trade and policy experts.
- Strong interpersonal skills, enabling interaction with individuals at all organizational levels, including senior management of member companies.
- Proficiency in online event tools (e.g., ZOOM), email marketing platforms (e.g., MailChimp), WordPress, and an excellent understanding of Microsoft and other technical tools.
- Must be highly organised, detail-oriented and be able to successfully handle multiple projects and tasks at the same time.
- Experience with European organisation and businesses is a plus.

We would like to emphasise that we are looking for someone who is the right fit for our team. We value direct communication, and a proactive attitude. You work in a close team with guidance, but we also encourage you to make subjects your own. We look for someone who enjoys working independently and proactively engages with our team about the tasks at hand. Join us in promoting business growth and cooperation in the Myanmar market while being part of a work environment that respects and values inclusion.

Applications: **To apply**, send your resume, and a short motivation letter why you think this role is a good fit for you, to [hr.admin@eurocham-myanmar.org](mailto:hr.admin@eurocham-myanmar.org).

Deadline: 10<sup>th</sup> of June.

Start date: July 2025.

Salary: Remuneration for this role will be based on experience.