About American Chamber of Commerce in Albania (AmCham):

The American Chamber of Commerce in Albania (AmCham) is a private, not-for-profit business promotion and development organization. Through its work and services, AmCham seeks to build a better business climate, and to be the leading representative for U.S. and international business in Albania. Since its establishment in 2000, the Chamber has worked to increase trade between the United States and Albania, to promote foreign investment in Albania, and improve the Albanian business image in U.S. and international markets. AmCham’s membership has grown steadily over the past decade, and now totals around 235 active members representing the most productive and successful businesses operating in Albania.

**JOB DESCRIPTION: Business Development & Services MANAGER**

General Scope of the Position

American Chamber of Commerce in Albania (AmCham) is looking for a dynamic Business Development and Services Manager, to enlarge the range of services and support the AmCham members as well as develop relationship with new potential members. The Business Development and Services Manager coordinates all the Chamber support and services to its members. He / She stays in frequent contacts with members to understand their issues problems, strategies and develops services to address needs. The Business Development and Services Manager works closely and reports to the Executive Director. The position will be based in Tirana and will be offered a full-time assignment.

Duties & Responsibilities

* Stays in daily contact with AmCham members to provide support and enlarge Chamber’s services offered to them.
* Develops specific consulting services to members divided in different categories *(Sector Market Briefs, Access to finance, HR, Tax, Business matchmaking)*;
* Builds and updates the pipeline of potential, prospect entities as candidates for members of AmCham.
* Develops relationship with potential new member groups.
* Promotes AmCham’s activities and encourages membership through networking.
* Organizes regular meeting or consultation with member businesses according to sectors, to understand their problems, needs and interest, and identify activities and services to address those issues.
* Develops continuous analysis in the Members database with purpose to understand development trends and design necessary intervention and services.
* Develops ad hoc research and analysis based on the requests of the Executive Director and staff.
* Develops research on best practices on specific sectors.
* Coordinates with Membership & Finance Manager to focus attention on the needs of members to provide valuable services to them.
* Coordinates with the Events Manager networking, matchmaking and training activities in benefit of the members.
* Coordinates with the Policy & Advocacy Manager to seek best practices in European Union countries as well as in the US during the review and analysis of draft laws.

Required Qualifications/Competencies

* More than 5 years of work experience in private sector, focused on provision of business services.
* Master’s degree in business administration, Finance or Economics or any relevant field of study.
* Excellent communication skills (verbal and written) and strong relationship building capabilities.
* Excellent time management and with the ability to prioritize the performance of several tasks simultaneously.
* Strong professional network and networking capabilities.
* A strong work initiative, high energy level, and the ability to adapt to new challenges and ideas.
* Highly qualified, experienced, and friendly.
* Ability to multitask and work without supervision.
* Good teamworking abilities.
* Previous collaboration with chambers of commerce and business knowledge is preferred.
* English at advanced level. Proficiency in other languages is considered an advantage.
* Proficient use of Excel and other MS office applications.

How to Apply:

Interested applicants should submit a brief cover letter and a current resume/CV at [info@amcham.com.al](mailto:info@amcham.com.al) and include “Business Development and Services Manager” in the subject line. The application deadline is **10 January 2023.** Only qualified candidates will be contacted.