



## AmCham Norway seeks a dynamic and motivated full-time Member & Administration Consultant

### About Us

The American Chamber of Commerce in Norway (AmCham) is a professional business services, advocacy and event organization promoting the interests of 240 Norwegian, American and international member companies. We are a non-profit, independent association of businesses and receive no subsidies from governmental agencies.

As one of 117 AmChams around the world, we are part of the US Chamber Federation headquartered in Washington D.C. – the world's largest non-profit business association.

### Your Background & Skills

With a university degree in economics, political science, business or similar, you have an acute understanding of – and keen interest in – the Norwegian political and commercial landscapes as well as transatlantic issues. You have strong Norwegian and English language proficiency, with excellent interpersonal skills. Financial operations and client relationship management experience is preferred. US-based job experience and/or education is advantageous.

To be successful in this role, you function efficiently both autonomously and as part of a small team. You are a self-starter, capable of simultaneously developing, methodically managing and delivering successful initiatives.

### What We Offer

AmCham offers you the unique opportunity to work daily with executives representing leading global companies and internationally oriented SME's, as well as key Norwegian and American governmental decision makers.

Our team of four professionals contribute to building a competitive international business environment in Norway, while strengthening business opportunities for our members. We have created a culture that is based on learning and mutual dialogue, where teamwork and open exchange are essential. All this is set within a dynamic, challenging and flexible environment to stimulate your personal and professional development. Starting annual base salary will be NOK 500 000.

### Your Responsibilities

As Member & Administration Consultant, you will be responsible for facilitating our organization's comprehensive program of member services. Your responsibilities will include:

- Principal responsibility for several member industry groups, continually engaging the member companies included therein.
- Facilitation of ongoing invoicing, with responsibility for quarterly / annual financial reporting and CRM system administration.
- Professional content development (articles, editorials, and reports).
- Proactive, detailed management of AmCham events and member working groups.
- Increasing AmCham revenue through member recruitment and development.

### Application Deadline – **Monday, March 26<sup>th</sup>, 2018**

Please submit your cover letter and CV to Jason Turflinger at [amcham@amcham.no](mailto:amcham@amcham.no). Confidentiality will be strictly maintained.