



6-9 Flr, Building (C), New Mingalar Market, Shwe Pyae Sone Market,
Corner of Set Yone Road (Mill Road) & Banyar Dala Road,
Mingalar Taung Nyunt Township, Yangon, Myanmar
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Vacancy Announcement – Head of Office

About MRA

Market Research Association (Yangon) has been formed with leading local research agencies since 2016 and incorporation was registered by license as an association under the Myanmar Act 1914 on 27 June 2018 by Directorate of Investment and Company Administration.

Objectives of Association

- 1) To develop research industry in Myanmar.
- 2) To increase the value of Myanmar research professionals and staff.
- 3) To cooperate in establishing Myanmar socio-economic indicators.
- 4) To distribute professional knowledge and procedures of market research among the members.
- 5) To protect against the exploitation of the local research agencies.

There will be (3) categories of memberships such as Founding Member, Member, and Associate Member, and must meet respective membership criteria.

For more information, please see www.mrayangon.com.

The job brief

There is a need for an experienced Head of Office who has minimum three year working experience in private and public sector. He/she will maintain and build member relationships. He/she can work closely with Chairman, Secretary and MRA office staff to support MRA activities as necessary.

Main responsibilities

1. Office Management and record MRA activities
2. Organize MRA meetings and produce meeting minutes
3. Provide client service of membership and member relations
4. Deal with UMFCCI, business associations and government departments
5. Attend other meetings/events if assigned
6. Update MRA website together with MRA office team
7. Tasks assigned by Executive Committee

Candidate profile

Graduate in economics/ business or related degree. Three year experience in research related work is preferable. Managing complex tasks and demanding member relationships. Objective driven, organizational and communication skills. Must be able to provide membership service. Have initiative to start new systems and procedures, ability to give good reports and status updates. Government relations and Client service are essential. Fluent command of both Myanmar and English in writing, speaking and presentation skills are preferable. Age 30-45 year old.

BENEFITS

Competitive, subject to candidate qualifications and experience (Salary min K 500,000)

TO APPLY

Send Letter of Interest, CV, References, and salary expectations to:
Email: U Aung Min, Secretary<uaungmin@mmdrs.com> or Hnin Yin Yin <hninyinyin@mmdrs.com>
Application Closing Date: 31 December 2019