

## **Membership Co-ordinator**

### **Job Duties:**

- Monitor daily membership administration & issues
- Provide operations in front desk and administrative support
- Handle members' enquiries, complaints, registration of new members and renewals of existing members
- Prepare monthly report and maintenance of membership databases
- Recruit and conduct club tour for prospective members
- Assist in membership drive activities

### **Requirements:**

- Degree holder or above in Business Administration (Hospitality industry is preferred)
- 3 years working experience preferably in marketing, membership management or customer service & support
- Customer-oriented and good telephone manner
- Handle job duties independently and well-organized with a detail mind set
- Excellent interpersonal, communication and presentations skills
- Proficiency in Chinese word processing and good computer skills to maintain membership database
- Able to work under pressure in a fast-paced environment
- Good command of written and spoken English and Chinese
- Fresh graduates are also welcomed