



POSITION: EXECUTIVE

DEPARTMENT: MEMBERSHIP DEPARTMENT

JOB RESPONSIBILITIES:

1. Assist in the development and implementation of membership scheme
2. Deliver membership scheme benefits and ensure that the highest standards of service are maintained at all times
3. Establish good relationship with members through regular communication
4. Ensure prompt and accurate handling of membership renewal process
5. Prepare, vet and process new applications
6. Compile and analyse statistics for membership targets and revenue
7. Maintain a systematic database and effective record management
8. Assist in preparation and publication of The Institute's newsletter
9. Participate in ad hoc projects such as Conferences, Annual Dinner, Awards Presentations, Launches, etc.

WORK EXPERIENCE REQUIREMENTS & EDUCATION REQUIREMENTS

1. A recognized degree in Business Administration or relevant qualification candidates with working experiences having added advantage
2. Good interpersonal and communication skills (written and spoken)
3. Self-motivated and able to work independently
4. Computer literate (MS Word, Excel, Power Point)
5. Applicants should be Malaysian citizens or hold relevant residence status
6. Possess own transport.