

Position : **Membership Assistant**
Job Summary : Provide support to the Membership
Department in administrative tasks

Specific duties and responsibilities

Membership Support

1. Assists in preparation of SOA, Magazine, Birthday Cards, Calendars, ad hoc bulk mailing.
2. Handles production of membership card
3. Assists in entry updating of members data
4. Perform support functions whenever required

General

5. Manual filing – Scheme validation
6. Data entry for cheque payment received
7. Counter checks all data inputs
8. Qualification of incoming payments