

# United Arab Emirates Jobs Expertini®

## Membership Specialist

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Company: Charterhouse Partnership Careers

Location: Dubai

Category: other-general

Membership Specialist Jobs in Dubai, UAE by Charterhouse Partnership Careers | ArabJobs.com Membership SpecialistCharterhouse Partnership Careers - Dubai, UAE Posted In 4/12/2013 Apply For JobApplicants 22 Views7253Job Description Charterhouse is working with an international not for profit organisation. Due to global and regional restructuring, our client has a newly created position for a Membership Specialist.The purpose of the role is to manage and service their membership base, offering support, coordinating their needs and updating records. You will be responsible for setting up applications of new members, committee events for internal Directors and training workshops for new members. You will travel extensively around the region, occasionally visiting other offices on different continents.

Job Category ManagementJob RequirementsExperience Any Career LevelJunior Job TypeFull Time Vacancies1 Open PositionsSalary Negotiable GenderAnyDegree LevelBachelor's degreeFaculty / Institute Any Major Management Age Any NationalityAny Residence Location Any Languages Any Own a CarAny Have Driving LicenseAnyJob Skills

The successful candidate should hold a Degree and ideally have experience and understanding of the Middle East region. You should have worked with a membership database before, preferably for a not for profit organisation or alternatively a university, business council or professional membership association.You will have the ability and willingness to travel and the experience and confidence to communicate with senior level Directors both internally and externally. Demonstration of exceptional organisation skills is essential and extensive experience of up keeping records on a database is beneficial. This company offers a flexible and multi-cultural work environment along with considerable benefits.About The Company

The Charterhouse Partnership brand and business was launched in Dubai and the Middle East in April 2004 by a team of international recruiters and management consultants, after its inception in Sydney, Australia in September 2003. Charterhouse Middle East is now positioned as the leading regional recruiter within its area of disciplines and functional markets. Charterhouse offers professional and bespoke contingency and retained search services to all sectors of the market. Service quality is guaranteed, thanks to a particular focus on flexibility. Charterhouse was the first international search and selection business to establish Dubai as its base. The growth in the Middle East region has been mirrored by Charterhouse globally, with offices now in Abu Dhabi, Hong Kong, Melbourne, Singapore, and Sydney, with further regional expansion planned across Qatar and Saudi Arabia.

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