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The Memberships Officer plays a critical role in managing and expanding the membership base of the company. This position involves engaging with existing members, attracting new members, and coordinating membership-related activities. The Memberships Officer will collaborate closely with various stakeholders, including maritime companies, industry professionals, and government agencies.

Responsibilities:

Membership Acquisition: Actively seek out potential new members for the organization, including shipping companies, maritime professionals, and other relevant stakeholders. This involves conducting research, attending industry events, and networking to identify and engage potential members.

Membership Retention: Developing strategies and initiatives to enhance member satisfaction and engagement, ensuring that existing members remain actively involved in the organization. This may involve organizing events, providing relevant resources and information, and maintaining regular communication with members.

Membership Database Management: Maintain an accurate and up-to-date membership database, which includes contact information, membership status, and other relevant details. You would be responsible for managing the database, ensuring data integrity, and utilizing it for effective member communication and tracking.

Membership Services: Provide support and assistance to members regarding their membership benefits, inquiries, and requests. This may include responding to membership-related queries, resolving issues, and coordinating with other departments within the organization to address member needs effectively.

Requirements:

Bachelor's degree in business administration, marketing, or a related field.

Previous experience in membership management or related roles within the maritime shipping industry is highly desirable.

Strong understanding of the maritime shipping industry and familiarity with related stakeholders, such as shipping companies, port authorities, and maritime associations.

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