



## MEMBERSHIP ADMINISTRATOR

### **PRIMARY PURPOSE**

This position supports the Membership department with running the membership department in terms of; administration, filing, data capturing, meeting interested enquirers, answering phone and e-mail enquiries.

### **KEY RESPONSIBILITIES**

- Assist with management and control of new membership and existing member enquiries.
- Maintain the membership database: outstanding addresses, missing photos, loading new applicants.
- Assist with all aspects of the membership application process including receiving all applications, capturing information into the database, communicating with prospective members, collate applications and packs for all new member interviews.
- Assist with prospective and new member orientations and tours.
- Assist with all membership change requests such as address updates, resignations, suspensions, category changes, etc.
- Liaise with current and prospective members on daily basis regarding their enquiries.
- Liaises with existing and potential reciprocal Clubs.
- Respond to incoming and outgoing member reciprocal requests to visit CCJ or visit other Clubs.
- Maintain hard copy filing of past applications and election packs.

### **PERSONAL ATTRIBUTES & SKILLS**

- Proficient in MS Office especially MS Excel and MS-Word
- Confident communication skills both one-on-one and on the telephone
- Attention to detail in terms of written communication
- Strong Administrative skills
- Good organisational and planning skill
- Self-starter who is capable of working independently
- Professional and polite with good customer service skills

## ***MINIMUM / PREVIOUS EXPERIENCE***

- Jonas operating system knowledge – an advantage
- Working experience in a Club environment

## ***QUALIFICATION***

- Minimum Matric/ Grade 12 senior certificate.
- Tertiary qualification (preferred)

## ***PROPERTY***

- Auckland Park and Woodmead

**APPLY NOW!**

## ***APPLICATION PROCESS:***

Interested applicants must complete the application form and submit it along with their CVs to [careers@ccj.co.za](mailto:careers@ccj.co.za) no later than **15<sup>th</sup> May 2026**.