

International organisation based in Central London is looking for a **French speaking Membership Coordinator**. The Membership Coordinator role is to make sure that the organisation's members are engaged, satisfied and retained. You will be part of a team which main role is to ensure representatives from the member companies are engaged in their membership and connect with one another. This organisation's membership is cross-sectoral and includes SMEs and entrepreneurs, as well as many of the largest French multinationals operating in the UK. The Membership Coordinator's role will involve interactions with other teams.

IMMEDIATE START!

ROLE of the Membership Coordinator:

- Managing relationships with members (focus on Active level of membership)
- Delivering all updates and administration for members including CRM
- Managing the Member Privileges Offers program (online platform)
- Delivering range of planning, monitoring, and reporting on Relationships and preparing for internal and external meetings (briefs, members news etc)
- Ensuring general operational and administrative support to the Head of Relationships
- Answering phone and email enquiries

PROFILE:

- Fluent French and English with strong communication skills both written and verbal
- Business qualification or equivalent experience
- At least 1 to 2 years' experience in Client relations environment
- Strong interpersonal skills, comfortable interacting with participants at all levels of seniority, whether by email, phone or face-to-face
- Experience with international/multicultural environment desirable
- Team spirit: willing to step in and help outside of core scope
- Self-motivated, energetic and takes initiatives
- Good MS Office skills

SALARY & BENEFITS:

- £28k pa pro-rata + bonus
- Pension 4% after 3 months
- Private Medical Insurance after 3 months of service
- Holidays: 25 days per annum in addition to 3 days of holiday at Christmas
- Monday 09.00-17.00, however some events, including all in-person events, take place outside of office hours.
- WFH available up to 3 days/week