**Job Description**

**Name:                         (Temporary Position)**

**Title:                            Membership Executive**

**Reporting To:             Membership Manager**

**Core Functions:**

* Regular account management and support within Membership Management Team
* To deliver agreed Departmental KPI’s
* Data management, including invoicing.

**Responsibilities:-**

To work with colleagues and stakeholders as follows:-

* Working with Membership Management team with particular responsibility for member accounts and member data.
* Responsibility for daily duties including some data entry, issuing standard letters, sending out email merges, filing/archiving all packaging statistics and related documents, email/phone reminders to members (e.g. fee rebate, statistics, P.O’s, bank details, deadlines, etc.)
* Assist members with reporting queries. Help to identify and resolve reporting inconsistencies.
* Training members and potential members on how to submit data to Repak
* Assistance with membership database – updating information for certification, revocations, member contacts, general information
* To operate within the Quality Management System to the procedures defined
* Any other reasonable duties or ad-hoc projects needed to enable the department to meet and exceed its’ and the company’s annual targets.
* Carry out of other duties and responsibilities as directed by the Membership Management Manager and/or the Chief Executive from time to time.