



The National University of Singapore Society (NUSS) is the premier graduate club in Singapore with 2 clubhouses and more than 15,000 members. We provide platforms for all to socialise, network and exchange ideas through recreational, academic, political, social and cultural activities. We invite dynamic individuals to join us.

Membership Services Executive

Responsibilities:

- Promote brand awareness among NUS undergraduates through engagement activities and sponsorships
- Write proposal for and execute campaigns to drive undergraduate membership and trial membership sign-ups
- Increase conversion rates to full-fledged membership
- Ensure timely and accurate creation of undergraduate membership accounts
- Conduct and prepare minutes for task force meetings
- Execute and facilitate mentorship programme for NUS students in a collaborative project with NUS
- Handle donations/bursary fund/donor plaques
- Other ad-hoc duties assigned

Requirements:

- Graduate with a degree in marketing/mass communication or any other related disciplines
- Well-versed in Microsoft Excel, Word and PowerPoint
- Good organisational and administrative skills
- Good command of written and spoken English
- Good interpersonal and communication skills
- Mature and possess a pleasant personality
- Be pro-active and have a positive, can-do attitude
- Must be a team player
- Fresh graduates are welcome

Interested applicants are invited to write-in/email with a detailed resume, indicating current and expected salary, as well as notice period required and a recent photograph to:

The HR Department
The National University Of Singapore Society
Kent Ridge Guild House
9 Kent Ridge Drive, Singapore 119241
Email: hr@nuss.org.sg