

### **About EAGE (European Association of Geoscientists and Engineers)**

EAGE is a not-for-profit organization serving members in technical disciplines (geoscience and engineering). The majority of our members work in the oil, gas and mining industry. Our main activities consist of the organization of events (conferences, workshops, exhibitions and training courses). We also publish a magazine and journals for our members and run an online bookstore.

We are an a truly international organization (headquarters in The Netherlands) with 19,000 members all over the world. EAGE's main goal is to share knowledge, promote innovation and technical progress, and to foster the communication, fellowship and cooperation between those working in, studying or otherwise being interested in these fields. We have over 90 employees worldwide and our EAGE culture is created by our internationally oriented, informal, young and dynamic staff in offices in The Netherlands (Europe office), Moscow, Dubai, Kuala Lumpur and Bogota.

For our Kuala Lumpur office (location KLCC), we are looking for a fulltime

Are you **analytical, accurate, well organized, communicative and service-oriented?**

### ***Membership Services Assistant***

As membership services assistant you are part of the Kuala Lumpur team which consists of 5 people. You will report to the Manager Asia Pacific with a dotted line to the Manager Membership and Cooperations Department who is located in the head office in The Netherlands.

Within this role you will be having frequent contact with members and volunteers of the EAGE providing services concerning membership and advising on EAGE services in order to attract, retain and motivate specific target group.

#### **What are your tasks and responsibilities?**

- Assist in providing services concerning membership and informs members and volunteers on relevant events to visit, products to use and activities to participate.
- Registers and administers relevant information and collects missing data concerning customer service.
- Assists in writing data reports on relevant developments in membership community
- Communication
  - Internal: with related departments to inform them about relevant developments.
  - External: with participants, members or volunteers to inform them about services.

#### **What qualifications do you need?**

- Bachelor degree.
- Enthusiastic and highly motivated.
- Fluent in English (written as well as spoken).
- Knowledge of Chinese (Mandarin) is preferred.

- Preferably experienced in working with administering membership
- Accurate and very well organized.
- Communicative and service-oriented.
- Experienced in working with Microsoft Excel.
- Comfortable working with different computer programs and systems (including CRM Systems).
- Competences: flexibility, collaboration, customer orientation, communication, consistency, accuracy.
- Able to travel internationally.
- Resident in Malaysia.

*For this position we are looking for an enthusiastic & proactive team player with excellent organisation skills, who is accurate, has a hands-on mentality and loves to work in an international environment with people from all over the world.*

**Apply now!**

Send in your resume together with a motivation letter both in English via application URL:  
<https://eage-holding-bv.onlinevacatures.nl/en/Vacancy/Apply/73157>

**Please note that we can only process your application when you apply via the above mentioned application URL.**

For more information, please send an email to Gerard Wieggerink, Manager Asia Pacific at [gw@eage.org](mailto:gw@eage.org) or visit our website [www.eage.org](http://www.eage.org)