

Vacancy Description Registration Assistant (KL, Malaysia)

About EAGE

EAGE is a not-for-profit organization serving members in technical disciplines (geoscience and engineering). Most 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 20,000 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, we have a vacancy for the position of **Registration Assistant**.

Tasks

- Handling the registration process for attendants of EAGE events and activities, handling questions and change requests and keep registration administration up to date.
- Transferring information on paper to digital systems.
- Reporting on progress and issues to Regional Manager and relevant departments in Head Office in The Netherlands.

Qualifications

- Min 2 years of relevant admin experience.
- Accurate and well organized.
- Excellent command in English (written as well as spoken) Is a must!
- Enthusiastic, flexible and highly motivated.
- Communicative and service-oriented.
- Experienced in working with Microsoft / Outlook (especially Excel).
- Comfortable in working with diverse computer applications and (CRM) systems.
- Living in Kuala Lumpur City.

Our offer

- A competitive salary based on experience.
- 20 paid holidays (fulltime based).
- Pension through company sponsored Employment Provident Fund (EPF).
- Medical insurance and sick leave coverage.

Apply now!

Send in your resume together with a motivation letter both in English via application URL: <http://eage-holding-bv.onlinevacatures.nl/en/Vacancy/Apply/85951>

For more information please visit our website www.eage.org,

Acquisition as a result of this vacancy is not appreciated!