



The Lansdowne Club

The Lansdowne Club is a private members' Club in Mayfair, London, opening its doors to both men and women in 1935 and thriving today with over 8500 Members worldwide. Striving to be the best social, sports and residential Club in London, the amenities include: 73 bedrooms, fine dining restaurant, brasserie, café, ballroom, 6 function rooms and top of the range sports facilities including a swimming pool, steam room, squash courts, fencing, gym, studio and treatments.

Our **Membership** Team at the Lansdowne Club are now seeking to recruit a new:

Membership Office Assistant

Duties:

- Deal with enquiries from potential new members promptly by phone, email and face to face
- Compile and distribute application and welcome packs accordingly
- Process incoming applications, advising applicants of any outstanding information if and where applicable
- Provide communication on the status of applications accordingly
- Upload applicant data to Jonas and process in accordance to the waiting list and council elections
- Processing new member payments that are cash, cheque, electronic or credit card
- Communicating and chasing any failed or outstanding payments
- Processing category changes
- Processing payments for all subscriptions on a regular basis
- Providing receipts for membership payments
- Provide Letter's of Introduction and reciprocal cards upon request
- Compiling and sending payment reminders when required
- Preparation of reports as and when required
- Ad hoc administrative support to office staff as and when required
- And Any other reasonable instruction

The ideal Membership Office Assistant

- Previous experience of working in a membership environment
- Well-organized with multi-tasking skills
- Able to handle stress and remain calm
- Problem-solving ability
- Customer service orientated personality
- Ability to work calmly and efficiently under pressure.
- Ability to process large amounts of data daily



The Lansdowne Club

- Ability to prioritise work and meet deadlines

In return for your hard work and dedication we are offering:

- A competitive salary
- Training opportunities
- Creative and friendly environment
- Generous recognition / award programmes
- Free meals in the staff canteen
- Uniform and free laundry and dry cleaning of work attire
- Automatic enrolment in the company's pension scheme

Please check our website for more information:

www.lansdowneclub.com

Please note that you must be eligible to live and work in the UK in order to be considered for this position.

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If you haven't heard from us within 14 days, please consider your application to have been unsuccessful.