



2024 Vacancy

South African Energy Efficiency Confederation (SAEEC) is currently recruiting for a permanent employee to attend to the Membership Database, including renewal reminders and control of benefits.

Are you passionate about energy efficiency and sustainability? Do you thrive in a dynamic environment where you can make a meaningful impact? The South African Energy Efficiency Confederation (SAEEC) is looking for a dedicated individual to join our team as a permanent employee, focusing on managing our Membership Database.

Position Available: Membership & Database Administrator Closing date:09 February 2024

Responsibilities:

- Maintain and update the Membership Database with accurate information.
- Generate renewal reminders and ensure timely membership renewals.
- Engage with current and prospective members to communicate benefits and opportunities.
- Liaise with events coordinator & promote upcoming events
- Collaborate with the team to develop strategies for membership growth and retention.
- Provide administrative support related to membership activities.
- Issue certificates
- Preserve the Code of conduct for SAEEC members and Association of Energy Engineers(AEE).
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Requirements:

- Strong organizational skills with meticulous attention to detail.
- Excellent communication skills, both written and verbal.
- Ability to work independently and as part of a team.
- Familiarity with database management systems is preferred (Computer literacy - MSOffice (Intermediate Excel knowledge), Email
- Passion for energy efficiency and sustainability is a plus.
- Location: Benoni

Benefits:

- **Competitive Salary** - Enjoy a competitive salary package that reflects your skills and experience.
- **Professional Development** - Access opportunities for professional growth and advancement within the organization.
- **Contribution to Sustainability** - Contribute to the advancement of energy efficiency and sustainability in South Africa.
- **Skill Enhancement** - Enhance your organizational and communication skills through database management and member engagement.
- **Networking Opportunities** - Connect with professionals and experts in the field of energy efficiency.

How to Apply:

Please complete the online vacancy application link below where you will be asked to submit your resume, qualifications and why you're interested in this position at SAEEC.

Apply here: <https://forms.gle/TvMVyKGAEJoN5S1o8>

Join us in our mission to create a more sustainable future through energy efficiency.
Together, we can make a difference! #JoinSAEEC #EnergyEfficiency #Sustainability