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# Example of Membership Advisor Job Description

Our innovative and growing company is looking to fill the role of membership advisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for membership advisor

* Knowledge or appreciation of health and fitness principles
* Knowledge of current Microsoft Office and related member database software
* A current First Aid and CPR Certificate or willingness to acquire
* Initiate new partnerships and penetrate existing relationships
* Follow-up best practices
* Processing sales
* Selling Ancillary services
* Facility cleanliness & tidiness
* Ability to meet sales benchmarks
* Ability to adapt to a high volume fast paced customer service environment

## Qualifications for membership advisor

* Establish and develop business relationships with members, converting interest into sales
* Be an active contributor enhancing an environment that delivers excellent member service
* To maximise sales, focussing on revenue onput and the retention and growth of our existing member base, taking accountability for the achievement of defined sales and quality targets
* Good understanding and knowledge surrounding customer experience
* The ability to identify opportunities and recommend improvements, find solutions and resolve issues
* Conversant with all relevant aspects of systems for Exchange