Job Title: Executive – Membership Management

Location: National Co-operative Exports Limited (NCEL), New Delhi

Company Description: National Co-operative Exports Limited (NCEL) is a distinguished national-level cooperative created with the approval of the Union Government and the Ministry of Cooperation in 2023 and registered under the Multi-State Co-operative Societies Act, 2002. It is promoted by four prominent co-operative institutions – The Gujarat Co-operative Milk Marketing Federation (GCMMF, popularly known as the AMUL), Indian Farmers Fertiliser Cooperative Limited (IFFCO), Krishak Bharati Co-operative Limited (KRIBHCO), National Agricultural Co-operative Marketing Federation of India Limited (NAFED) – and National Co-operative Development Corporation (NCDC).

Job Summary: To support the Membership Division by accurately processing, verifying, and maintaining membership data, coordinating with applicants, reconciling share capital, and ensuring smooth integration with banking and software systems.

Key Responsibilities:

1. Scrutiny and Processing
- Review and scrutinise membership applications for eligibility as per guidelines.
- Verify membership documents based on the checklist provided.

2. Data Entry and Record Maintenance
- Enter eligible members' details into the database accurately.
- Maintain an updated and classified record of members (State/District/Class-wise) and their share capital in the membership software.
- Maintain both physical and digital records of membership.

3. Account Verification and Coordination
- Prepare lists of applicants for bank account verification prior to admission.
- Ensure realisation of share capital and admission fee through DD/Cheque/online mode and coordinate with the Bank accordingly.
- Maintain Bank Reconciliation Statement related to membership transactions.
- Reconcile member share capital with Accounts Division and bank statements.

4. Communication and Correspondence
- Correspond with applicant and existing members to address membership-related queries.
- Inform members about the status of their application and follow up on pending requirements or discrepancies.
- Provide support and resolution for applicant/member inquiries promptly.

5. Reporting and Documentation
- Prepare weekly membership reports in prescribed formats for submission to the appropriate authority.
- Maintain data for issuance of share certificates to verified and genuine members.

6. Software and Technical Coordination
- Work with software providers/vendors to resolve data ambiguities and ensure accuracy in reports.
- Support data integration and prevent the generation of incorrect membership outputs.

7. Other Duties
- Promptly act on applications with discrepancies and ensure timely resolution.

- Perform any other duties assigned by higher authorities related to membership and data management.

Qualifications and Experience:

- Minimum qualification: Graduate in any discipline (preferred: B. Com. / BCA).
- Prior experience in data entry, record management, or administrative support roles is desirable.
- Experience with membership-based organisations will be an advantage.

Skills Required:

- Proficiency in MS Office (Excel, Word) and data entry software.
- Good knowledge of database management and online record keeping.
- Strong attention to detail and accuracy.
- Good communication and interpersonal skills.
- Excellent verbal and written skills in Hindi and English.
- Ability to handle sensitive data with confidentiality.
- Ability to coordinate with internal departments and external parties (banks, software vendors, members).

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