

Membership and Admin Officer

Location: Bangkok, Thailand (APSA Secretariat)

Reports to: Marketing, Communications and Membership Lead, with dotted line reporting to Administration and Partnership Lead

Job type: Full time, hybrid (in-person + work from home according to organization policy)

THE ORGANISATION

The Asia and Pacific Seed Association (APSA) is the regional seed association comprising more than 500 seed companies and associations from around 40 countries within the APAC region and beyond. Our mission is to support sustainable agriculture through the production and trade of quality seed around the world. Our work focuses on advocacy, capacity building, and encouraging business collaboration and trade.

THE ROLE

The Membership and Admin Officer role provides administrative and membership-related services to APSA members and the Secretariat. This position serves as the first point of contact for members, supports the member life cycle from acquisition to retention and member activities, maintains accurate records, and provides logistical support for the Secretariat's operations.

1. Membership services

- Serve as a point of contact for APSA members, responding promptly and professionally to general inquiries via email, phone, and other platforms
- Support the member life cycle from acquisition to retention and member activities
 - Process membership applications and renewals in a timely and accurate manner
 - Support members with the event registration process to Asian Seed Congress (ASC) and other APSA activities, including troubleshooting registration issues and guiding members through payment procedures
 - Develop, organize, and maintain all electronic files, records, and systems associated with membership (applications, renewals, payments, correspondence).
 - Leverage APSA's membership platform including data management, and communication tools to ensure efficient administration and a positive member experience.

- Liaise with the finance team to issue invoices, reconcile and report membership revenue and ensure accuracy of membership-related financial records.

2. Administrative and office support

- Assist with booking flights, arranging visas, and providing travel logistics support for APSA staff, invited experts, and event participants as needed.
- Handle procurement of office supplies, equipment, and assets in line with APSA's procurement policy.
- Maintain organized filing systems and ensure up-to-date recordkeeping of contracts, purchase orders, and other administrative documents.
- Provide general administrative support to the Secretariat, including scheduling, correspondence, and meeting arrangements.

QUALIFICATIONS

- Bachelor's degree in any relevant field
- Prior experience in membership administration, customer service, or office management, preferably in an international or association context is an asset.
- Proficiency in Microsoft Office Suite and familiarity with membership databases or association management software.
- Highly organized, strong attention to detail and recordkeeping skills
- Ability to multi-task and follow deadlines
- Excellent communication and interpersonal skills; service-oriented with cultural sensitivity
- Proficiency in English required

The position will be open until [9 February 2026](#). Send a CV and a cover letter in English addressed to Francine Sayoc, Executive Director, Asia and Pacific Seed Alliance. Please email your application to Weeranuch Mhadhoo <weeranuch@apsaseed.org>

Applications will be reviewed on an ongoing basis and the position shall remain open until a suitable candidate has been engaged. Target starting date: [1 March 2026](#)