

# **NORTH SHORE CHAMBER OF COMMERCE**

## **Membership Sales Representative**

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### **Job Role and Summary**

Membership Sales Representatives are responsible for recruiting new members for the North Shore Chamber of Commerce. This Membership Sales Representative must fulfill the Chamber's membership goals as determined by the Director of Sales & Marketing.

### **A. Duties and Responsibilities**

1. Complete all membership sales calls as assigned to ensure weekly or monthly goals are met.
2. Accounts receivable responsibilities include ensuring membership dues are paid at time of enrollment. If invoiced, follow up to make sure payment is received.
3. Submit weekly sales reports to the Director of Sales & Marketing.

### **B. Skills**

1. Must be an excellent communicator, with strong written and verbal skills.
2. Must be proficient in the use of work-related computer programs and applications such as Word, Excel, PowerPoint, Google Docs and database applications.
3. Must have outstanding customer service skills, professional phone manner and business etiquette.
4. Must be able to work independently in a fast-paced environment.
5. Must be able to complete assignments and meet deadlines in a timely manner.
6. Must be extremely well organized and able to juggle multiple projects simultaneously.

### **C. Qualifications**

1. Preferred: Associate's degree in communications, business administration or related field.
2. Preferred: Two years of experience in sales and/or business administration.
3. Preferred: Broad knowledge of the North Shore business community.

### **D. Schedule and Pay Details.**

The full-time, 40-hour-a-week position pays a base salary, plus commission, commensurate with experience. Benefits include health and dental insurance, 401K match, 10 paid holidays, free gym membership, and paid vacation time.

The part-time, 20- to 25 hour-a-week position pays \$15-\$18 per hour, plus commission. Benefits include 401K match, 10 paid holidays and paid vacation time.