



Colerain Chamber of Commerce

Membership Sales Manager

Company: Colerain Chamber of Commerce

**Work Schedule: 12 hours/week (flexible schedule);
Base pay plus sales commission (mileage reimbursed)**

Email your resume to:
President@ColerainChamber.org
(NO PHONE CALLS)

Reports To: Debra Stonehill, President

Job Requirements:

1. Recruit businesses and organizations to join the Colerain Chamber of Commerce.
2. Assist with orienting new members about Chamber membership services, benefits, and programs.
3. Communicate regularly with Chamber members to encourage renewals and with the Membership Committee to identify prospective new Chamber members for follow-up about joining.
4. Coordinate with the Chamber President and Administrative Assistant to keep them informed about members and prospectives status, and perform additional projects, as requested by the President.

Job Qualifications:

1. Successful sales experience of at least 2 years in prior position(s).
2. Ability to work weekdays during regular business hours (set your own schedule; no weekend work).
3. Ability to drive to businesses and appointments in your own car (mileage will be reimbursed).
4. Self-motivated to seek and identify sales opportunities, and consistently achieve expected results.
5. Organized and reliable: can be counted on to work independently and meet work expectations.
6. Good oral and written communication skills, and able to work well with others.
7. Customer-oriented: ability to successfully interact with customers while following Chamber procedures.