MEMBERSHIP SALES REPRESENTATIVE

# INDEPENDENT CONTRACTOR

The Little Elm Chamber of Commerce is currently expanding its sales team. The Chamber is a private, non-profit, membership-driven organization comprised of business enterprises, civic organizations, education institutions and individuals. Under minimal supervision, this position is responsible for selling Chamber memberships to prospective non-member businesses by communicating the benefits of the Chamber. Provides detailed information on various programs offered through the Chamber and orients the client to the organization. This position reports directly to the President/CEO.   
  
Job Title: Membership Sales Representative (Outside)  
Wage: 100% Commission   
  
Position Responsibilities:  
• Contact, acquire and sell new Chamber memberships   
• Schedule appointments and personal visits with prospects  
• Achieve sales goals  
• Comfortable with working out and around the Little Elm area the majority of the time  
• Actively seeks new businesses and follows up appropriately  
• Remains informed of member benefits, Chamber events, etc.  
• Actively support and participate in Chamber events and programs

Knowledge, Skills and Abilities:  
• Strong organization, time management and multi-tasking skills, detailed oriented  
• Must have previous sales experience  
• Self-starter with a professional appearance  
• Proficient in Microsoft Office programs including Outlook, Excel and Word  
• Must have/maintain a dependable vehicle with proof of license and insurance   
• Ability to prospect/cold-call new businesses and to upgrade and sell major accounts  
• Strong verbal and written communications skills   
• Must have the ability to foster the values of member relations  
• Exceptional people skills with an outgoing personality