



## **Job Description**

### **Sales Associate**

<b>Organization Name:</b>	Henderson Chamber of Commerce
<b>Hours/Week:</b>	40
<b>FLSA Status:</b>	Exempt
<b>Pay:</b>	Salary + Commission and Benefits.

### **Job Purpose**

The Henderson Chamber of Commerce Sales Associate (SA) is responsible for generating sales by soliciting potential members, communicating with existing members and promoting the Chamber through activities and events. The SA's responsibilities also include communicating with Chamber members, potential members, business owners and their employees, residents, government officials, and civic organizations as well as planning and attending certain events.

### **Essential Job Functions**

- Reports directly to the VP of Membership.
- Establishes programs for membership recruitment and retention.
- Schedules and attends meetings with various business community groups when such affect the purpose and function of the Chamber.
- Maintains a membership management system with essential membership information.
- Attend evening and early morning functions relevant to position.
- Work collaboratively with the VP of Membership on sales initiatives, goals and programs.
- Work collaboratively with the Ambassadors and assist in managing the Ambassador program.
- Establishes personal rapport with potential members through regular calls and visits.
- Participates in community activities to foster a positive image of the Chamber of Commerce. Participate in Chamber activities and other events where Chamber representation is appropriate.
- Performs public relations duties and public speaking related to the Chamber's interests.
- Assists in the development of publications, brochures, member materials and promotional literature for the Chamber.
- Assists in developing and implementing tiered sponsorship programs for Chamber activities and events.
- Performs other duties as required including those outside of area of expertise as required in a dynamic and growing organization.

## **Qualifications/Experience**

Bachelor's degree in communications, marketing, public relations or related field. Two years experience in business to business sales with membership experience preferred. Ability to effectively articulate the Chamber's mission. Willing and able to build and adapt sales strategy and approach for a growing and dynamic organization. Excellent written and verbal communication skills. Demonstrated ability to operate in a calm, professional and polished demeanor with a diverse range of clients (corporate and social), as well as internal staff. Creative and solution-driven with the ability to identify and analyze needs and apply resources effectively to meet those needs via consultative sales techniques. Demonstrated commitment to business/economic development and the Chambers on-going mission preferred.

## **Work Context**

Requires work with external customers and the public. Requires working indoors in environmentally controlled conditions and sitting for long periods of time. Requires standing for long periods of time. Requires working outside in extreme heat and cold during outreach events. Requires face-to-face discussions with individuals or teams. Requires public speaking. Requires contact with others (face-to-face, by telephone, or otherwise). Requires flexibility with schedule.

## **Physical Requirements**

Ability to work both indoors and outdoors for extended periods of time. Ability to walk for extended periods of time. Ability to sit for extended periods of time. Ability to tolerate numerous interruptions throughout the day.

## **Skills**

### **Resource Management Skills**

Time Management. Management of Financial Resources. Management of Material Resources. Management of Personnel Resources.

**Basic Skills :** Active Learning. Active Listening. Critical Thinking. Monitoring. Reading Comprehension. Speaking. Writing

**Social Skills:** Coordination. Instructing. Negotiation. Persuasion. Service Orientation. Social Perceptiveness. Complex Problem Solving

**Please submit a cover letter and resume to:**

Mary Beth Hartleb, Prism HR Global Management Group  
[work@prismgmg.com](mailto:work@prismgmg.com)