



The Leader of Houston's New Majority®

Membership Sales Associate

The Houston Hispanic Chamber of Commerce is the leading regional advocate for the economic and civic interests of the Hispanic business community. HHCC represents approximately 90,000 businesses in the Greater Houston Region, ranging in size from start-ups to multi-national corporations, making the Houston Hispanic Chamber the largest in country.

Position: Membership Sales Associate

Description: The Houston Hispanic Chamber of Commerce is seeking an enthusiastic, results-driven sales professional. In this entry level position you will sell small business memberships and sponsorships while providing information, support, and service to members.

Responsibilities:

- Respond to sales calls from our established customer base for membership and sponsorship information.
- Secure and renew memberships; working closely with our Sales Manager and other staff to reach chamber goals.
- Enter prospects, leads, and perform proposal follow-ups in a dynamic, fast-paced environment
- Assist with other responsibilities as needed outside.

Required Skills:

- Bi-lingual (English/Spanish) required
- Bachelor's degree + 2-3 years sales/customer service experience
- Excellent interpersonal and communication skills
- Commitment to customer service
- Team approach to achieving high performance
- Self-driven to succeed and achieve goals
- Ability to thrive in a dynamic, fast-paced, multi-tasking environment
- Computer proficiency and organizational skills
- Energetic and positive attitude with a desire to develop and grow within the Chamber

Hours: Full-time employee

Compensation: Base salary position + commission and benefits. Compensation commiserate with experience, qualifications, and background.

To Apply: Please send a cover letter and resume to hadmin@houstonhispanicchamber.com with "Membership Sales Associate" and your name (Last, First) in subject line.