



The Leader of Houston's New Majority®

## *Sales Associate*

The Sales Associate at the Houston Hispanic Chamber offers a unique opportunity to work with an organization that is the leading regional advocate for the economic and civic interests of the Hispanic business community.

**POSITION:** Sales Associate

**DESCRIPTION:** The Sales Associate's primary responsibility is to sell memberships and sponsorships via phone sales and via our events. The Sales Associate role is to recruit new member-investors by promoting the benefits of membership with the Chamber. The Associate will highlight how the Chamber can positively impact the development and growth of businesses throughout the Houston region. Primary responsibilities will include prospecting, presenting to potential members, relationship building, selling and closing sales.

**WHAT WE OFFER:**

- Professional guidance from Chamber senior management
- Base salary plus Commission
- Full-time position with benefits

**SKILLS & QUALIFICATIONS:**

- Loyalty
- Professionalism
- Ability to build relationships with clients
- High desire and motivated to succeed
- Ability to learn and adapt quickly
- A positive attitude
- Listening and persuasive skills
- Tact and diplomacy
- Intellectual curiosity
- Methodical and analytical sense
- Highly competitive and ambitious
- Sales experience, 1 year minimum preferred

**RESPONSIBILITIES:**

- Works as part of a sales team responsible for establishing organizational sales goals and objectives.
- Demonstrates comprehensive knowledge of the Chamber's overall mission and how it directly applies to sales objectives.
- Develops, implements and achieves a personal sales action plan to include a monthly revenue goal. All plans must be in accordance with the current compensation and production policy.
- Establishes positive relations with businesses owners and executives throughout the region to identify specific needs of their organization(s) and how the Chamber can partner with them as a resource.
- Maintains and develops quality prospective members utilizing the Chamber database.
- Actively supports and participates in events and functions of the organization. Utilizes Chamber events to build and enhance relationships with attendees/ members/ potential members across all membership levels
- Create and execute an effective sales call plan
- Provide staff support for events outside normal office hours
- Provide staff support to committees as assigned
- Participate in weekly meetings

Candidates should be able to commit to at least 1 year with a 3 month probation period.

**TO APPLY:** Please send a cover letter and resume to [HRADMIN@houstonhispanicchamber.com](mailto:HRADMIN@houstonhispanicchamber.com) with "Sales Associate" and your name (Last, First) in subject line.