



Job Description

Position

Information Services (2) - Membership Sales

Reports to

Operations Director

Functions

To act as the assistant to the Operations Director of the Chamber and to carry out the functions as directed by the Operations Director. Assist visitors by answering questions, providing published literature, or directing them to the appropriate staff member. Sales of New Memberships.

Detailed Duties

- A. Greet visitors and answer telephone. Help visitors with finding the information they are looking for, recommending member businesses.
- B. Keep all staff informed of current activities, events, area entertainment, new businesses etc.
- C. Be aware of the different types of businesses in the area and what specialties they offer.
- D. Keep brochure and newspaper racks stocked, neat and organized. Contact businesses to keep up with current brochure demand.
- E. Assist in general maintenance of office.
- F. To attend committee meetings, of which assigned, to record minutes of the meetings and help with committee duties.
- G. To maintain membership records.
- H. To coordinate correspondence for the Business After 5's and Ambassador Business Welcomes.

- I. Assist Operations Director in the normal duties of the Chamber office.
- J. Institute and follow through on sales of Chamber memberships.
- K. Perform new member visits.

Accountability

The office assistant is directly accountable to the Operations Director. He/she will keep the Operations Director informed at all times of any concerns of the visitor area of the Chamber.

Qualifications

Good knowledge of the Waupaca area. Must have good organizational skills, basic computer skills, be responsible, and have a pleasant personality.

Compensation

Approximately 18+ hours a week. \$7.50 per hour.

May to September will include working every other Saturday.

Membership Sales - Hourly plus commission

Sales of New Memberships

- ❖ These sales must be instituted by you with a personal visit.
- ❖ Goal of 3 new members per month

20% of Base Membership Investment of New Members Sales

5% of Balance of Membership Investment

For each additional new member sold in a month over the goal of 3, we will pay a bonus of \$10 per new member.

Second year renewals of 1st year sales @ 5% of base rate.

Mileage to be reimbursed at .505 per mile.