

Description

Start Date: ASAP, 2020

End Date: On-going

Hours of Work: 10-20 hours a week during regular business hours Monday-Friday, 9:00 AM- 5:00 PM (Days/Times Flexible)

Salary: \$10/hr

Job Description:

The ideal candidate will manage and update our database on a daily basis. The candidate will be calling our members to ensure that the 3 main contacts are in our system accurately. This information is critical to all business units and must be conducted professionally, enthusiastically and with impeccable attention to detail.

Responsibilities

Accountability and Reporting:

This role will report to the Director of Membership Relations at the Indy Chamber.

Duties/Responsibilities:

- Update database by contacting existing members (phone calls and emails) to verify contact information
- Make all necessary updates in Salesforce
- Provide customer service to Indy Chamber members
- Other duties as required (might include running reports, scrubbing attendee list after events, stuffing name tags for events, etc.)

Qualifications

Qualifications:

- Salesforce experience preferred
- Proficient with Microsoft Office
- Excellent communication and organizational skills
- Excellent problem solving skills
- Must be dependable, helpful and resourceful
- High attention to detail
- Must live in the Indianapolis area

Education:

- Must be currently working toward a 2 year or 4 year degree.