

Description

Start Date: January 10, 2022

End Date: On-going or by Semester

Hours of Work: 10-20 hours a week during regular business hours Monday-Friday, 9:00 AM- 5:00 PM (Days/Times Flexible.) Choice of working remotely or in our office on the 19th floor of Sales Force Tower

Salary: \$10/hr

Job Description: Database Intern

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 Senior 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 be a team player

Education:

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