

JOB DESCRIPTION – Membership Sales Associate

Company Name	Mississauga Board of Trade - MBOT
Contact Name / Title	Anna Adams, Director, Membership Services, and Programming
Tel / Email	Tel: 905-601-1815 Email: aadams@mbot.com
Address/Website	701 – 77 City Centre Drive, Mississauga, On Website – www.mbot.com
Job Title	Corporate Relations (Membership Sales Associate)
Full / Part-time	Full time
Start Date	October 16 th 2017
Salary + Benefits	Salary – Benefits – Commission - TBD
No. of hours / week	40 hours + flexible
Reports to	Anna Adams – Resumes sent to Jade info@mbot.com – no calls
Car Required	Yes

Company Profile

MBOT (Mississauga Board of Trade) is the largest business connector in the Mississauga community, acting as an advocate for businesses at all levels of government and hosting over 90 events a year. Events range from celebrating business success, key signature events, education seminars to networking, and through various communication channels, we support the growth and development of local business.

The Business Development team is the first point of contact with potential and new members. The key function of this department is to connect with multiple levels of the leadership team and all corporations, to present the benefits of working with the Mississauga Board of Trade, as it aligns with their business priorities/interest.

Job Duties & Requirements

- Prospecting (lead generation) & developing a sales funnel (net new revenue) of potential members by utilizing a provided database, networking, internal and external events, and general outreach to the business community
- Deliver tactics that support business focus in expanding outreach strategy to build multiple streams of opportunities i.e. prospect by campaign telephone cold calling, developing client referrals, and responding to leads
- Qualify business opportunities, research, and gather strategic account information, while maintain continuous follow-up and follow through on all accounts via our CRM tracking tool
- Needs to have full understanding of our products & services designed for all business sizes across business sectors, in order to provide "customized" solutions for the potential member's requirements
- As required attend training to develop relevant knowledge, techniques, and skills.
- Rigorous documenting, recording, and tracking within our CRM tool to include calendar management, funnel and meeting outcomes.
- Must have car and travel primarily in Mississauga, occasionally GTA

Skills & Qualifications

- Must have B.A. in Business Administration or equivalent
- Exceptional English communication skills, verbal, written and presentation
- Strong closing and collecting
- Confident in working with "C" suite level within organizations (executives)
- Proven track record in lead generation (Hunter) closing sales and membership dues collection
- Seasoned salesperson with a consultative business approach
- Experience in sales and customer service industry is a must
- PC literate –Microsoft Word, Excel, PowerPoint, Outlook and CRM tool an asset
- Intermediate skills in social media, Linked-In, Twitter and Facebook