



Membership Advisor Job Description

Title: Membership Advisor

Reports to: Assistant Manager

Pay type: Hourly + Commission

Pay range: \$12.00 - \$15.00 per hour

Job Summary:

The Membership Advisor's main focus must always be on sales and making sure they are well informed of current pricing options. They are the first interaction that majority if not all members will make when they walk in or call in, with that being said they must be able to exhibit genuine conversation and connect with those whom they speak to.

Meeting Schedule:

- Team meeting - Monthly
- Front desk meeting - Monthly
- Sales Training - Monthly

Major tasks and responsibilities:

- Ensure a friendly and welcoming atmosphere in the reception area which can be extremely busy.
- Communicate clearly in English and Spanish with members of the general public seeking services.
- Manage phone systems.
 - ADAPT & CHAINWORK
- Assist the Assistant Manager with building responsibilities and projects.
- Work in partnership with callers and people walking in requesting services to identify needs and effective solutions for sales/upsales.
- Use a computer for data entry and be willing to learn other computer skills that are necessary for or enhance performance of job duties.
 - Canva promotional items
 - Drive organization
- Work independently and be a vital and contributing part of a team
- Prepare clear, accurate, complete and timely records and reports

- Inventory reports (weekly)
- Assist Assistant manager as assigned with filing, correspondence and other general office duties.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 45 pounds at times.

Compensation package

- Unlimited membership for staff \$400+ value
- Commission on Membership Sales
 - Annual Memberships Commission:
 - Up to \$50 per membership sold
- Additional compensation
 - Industry education drop-in class (email follow-up required).
 - ADAPT will pay the CEU for specific certifications, webinars or training that aligns with job roles and is found to be valuable for staff to attend and bring back information

How to apply:

Send an email to info@trainadapt.com with your resume and cover letter for this position. We will get back to you as soon as it is reviewed with next steps.