



# CONTINENTAL DIVIDE ELECTRIC COOPERATIVE, INC.

200 E. High St. • P.O. Box 1087 • Grants, New Mexico 87020 • (505) 285-6656 • Fax (505) 287-2234

## JOB OPENING

Continental Divide Electric Cooperative, Inc., is looking for a Full-Time Member Services Representative for its Grants office. Applications will be taken in the Grants office through April 26, 2019.

### JOB RESPONSIBILITIES:

CDEC is seeking a highly skilled, adaptable and reliable sales and marketing associate to be part of a dynamic team of professionals who plan and implement sales, marketing and advertising activities. Candidate should be familiar with analysis and market research, product and service promotion and anticipation of customer behavior. Duties include generating new accounts through telemarketing, door-to-door visits and meeting with potential customers who inquire about our products at our Grants office. Candidate will work with our Product Team to coordinate sales leads, closings and efficient delivery of sales contracts. Candidate will ensure high levels of customer satisfaction through excellent sales service. Duties also include the preparation and design of digital, print and radio marketing/advertising materials, as well as participation in community events where CDEC has a physical presence.

### QUALIFICATIONS:

Must have successful work experience as a sales and marketing associate. Exceptional communication and presentation skills. Experience with point of sale transactions, installation scheduling and documentation of related records. Excellent computer skills, including Microsoft Office and Adobe Creative suites. Strong communication skills and outgoing personality. Bachelor's degree in mass communication, marketing or relevant field or five years' experience in related field. Salary is commensurate upon education and experience.

Must have a valid driver's license and be physically fit to perform duties in all types of weather conditions.

A job application can be obtained from Continental Divide Electric Cooperative's Grants office at 200 E. High St. Application can also be downloaded at [www.cdec.coop](http://www.cdec.coop)

Continental Divide Electric is an equal opportunity employer.