



CONTINENTAL DIVIDE ELECTRIC COOPERATIVE, INC.

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

PART-TIME RETAIL SALES ASSOCIATE

Continental Divide Electric Cooperative, Inc., is looking for a Part-Time Retail Sales Associate for its Grants office. Applications will be taken in the Grants office through Friday, April 6, 2018.

JOB RESPONSIBILITIES:

Looking for an individual to generate new accounts through telemarketing, door-to-door visits and meeting with potential customers who inquire about our products at our Grants office. This individual will work with our Product Team to coordinate sales leads, closings and efficient delivery of sales contracts. Individual would ensure high levels of customer satisfaction through excellent sales service.

QUALIFICATIONS:

Must have work experience and/or demonstrate skills as a Retail Sales Associate, Sales Representative or similar role. Basic understanding of sales principles and customer service practices with proficient verbal and written English skills. Solid communication and interpersonal skills. Some basic math skills. Hands-on experience with point of sale transactions, installation scheduling and documentation of related records. A friendly and energetic personality with customer service. Have a high school diploma, or equivalent.

Ability to interact with employees and good rapport with vendors and public. Must have a valid driver's license and be physically fit to perform duties in all types of weather conditions. Continental Divide Electric is an equal opportunity employer.

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