

ATRA Membership Representative (Full-Time / In-Person)

Automatic Transmission Rebuilders Association (ATRA)

1670 FM 1516, China Grove, TX 78263

Department: Membership & Member Services

Job Type: Full-Time, Hourly

Job Summary

The Automatic Transmission Rebuilders Association (ATRA) is the world's largest network of transmission repair specialists. We support thousands of shop owners, builders, and technicians with technical information, training, and business benefits. We are seeking an energetic, customer-focused Membership Representative to serve as the primary point of contact for current and prospective members.

Key Responsibilities

- Answer inbound member calls and assist with membership, accounts, and benefits.
- Conduct outbound welcome, renewal, and member follow-up calls.
- Educate members on ATRA benefits including the Technical Hotline, seminars, nationwide warranty program, and GEARS Magazine.
- Maintain accurate CRM records and billing information.
- Coordinate with technical and events teams to connect members with training and events.

What We're Looking For

- Positive, high-energy personality.
- Excellent phone and communication skills.
- Passion for customer service.
- Comfortable with CRM systems, email, and computers.
- Automotive industry interest is a plus but not required.

Position Requirements

- High school diploma or equivalent (Associate's/Bachelor's preferred).
- 1–2+ years in customer service, inside sales, call center, or administrative work.
- Reliable transportation to China Grove, TX.

Compensation & Benefits

- Competitive hourly wage based on experience.
- Health, dental, and vision insurance.
- Paid holidays and PTO.
- Supportive, team-oriented work environment.

How to Apply

Email your resume and a brief introduction to **rsproule@atra.com**.

Pro Tip: We value personality and phone presence above all else. Let your enthusiasm shine!