

Chicago Office Technology Group

Division / Department:	Sales	
Location:	Chicago, Itasca and Tinley Park	
Job Title:	Sales Intern	
	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Intern	Hours per week: <u>40</u> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt

General Description: The Sales Intern Program is 10-weeks in length and extends from May 25, 2009 to July 31, 2009. 2 Interns for the Loop, 2 Interns for Itasca and 1 Intern for Tinley Park

Major Responsibilities:

1. Assigned a territory to manage and grow; identifying and targeting existing and new accounts
2. Prepare daily/weekly/monthly action plans to ensure focused activity
3. Forecast all sales activity and prepare detailed reports for senior management
4. Maintains sustained sales activities; appointments, demonstrations, proposals, cold canvassing, cold phone calls and database updates (Soaring)
5. Prepare and distribute marketing materials including beta letters, brochures and drop-offs in territory
6. Keep abreast of changes in technology and understanding of basic user abilities to competently propose front-end solutions
7. Develop proposals and assist the Account Executive with maintain accurate paperwork on each sale
8. Attend sales training to gain product knowledge, enhance sales skills and learn paperwork