

## **Job Title: Sales Intern**

**Location: Friendship Circle, Fox Point, WI**

**Shift: 15 – 20 hours a week**

**Pay: \$12 an hour + Commission**

### Job Summary:

As a sales intern at the Friendship Circle, you will assist in conducting marketing research, identifying new business opportunities, generating sales leads, making cold calls to business and working with sales and admin staff. As a sales intern you should want to learn as much as possible about the organization and aid in spotting opportunities that have been overlooked. However, it's important to always remember that Friendship Circle is a place where everyone feels comfortable, accepted and "at home". For this reason, it is imperative for ALL employees to have a pleasant demeanor, smile at clients and leave personal conflicts or challenges at the door. People can FEEL positive energy and it can transform someone's experience completely.

### Key Responsibilities:

While at work, sales interns are expected to provide exceptional customer service, whether they are making a call, responding to e-mails, cleaning up, or chatting with customers.

Responsibilities include but are not limited to:

- Maintain and establishing a clean office workspace
- Answering and responding to e-mails
- Answering phones and taking messages
- Assist in identifying potential sale weakness and offering improvement suggestions
- Making any necessary phone calls
- Visiting local businesses in person to follow up on all sales leads
- Discussing sales performance with sales/admin team and creating ways to increase performance
- Learn and apply sales techniques
- Assist in evaluating new sponsorship opportunities
- Scanning in documents, receipts etc. and labeling them properly in BOX
- Scheduling meetings for admin staff and placing them on their calendar
- Maintain a well-groomed professional appearance
- Attend all team meetings and participate as an engaged team member.
- Complete all other duties as assigned.

### **We offer some great perks! All employees receive:**

- A free drink during their shift
- 50% off of meals while working
- 10% off café/bakery items during off shift hours

Required Qualifications:

We are looking for people who have the ability to:

- Work in an office environment
- Work as a team
- Maintain a positive demeanor, especially during busy times
- Have a “can do” approach to problem solving.
- Have a license and a working car
- Multi-task: answer phone calls, respond to emails and pleasantly talk with customers

The Friendship Circle will only employ those who are legally authorized to work in the United States for this opening. Any offer of employment is conditioned upon the successful completion of a background check.

Preferred Qualifications:

- Prior office experience
- Prior sales experience
- Knowledgeable with Microsoft and general computer programs