JOB DESCRIPTION

Location: Ramsey, NJ
Job Title: Sales Intern
Department: Sales
Reports To: Director of Sales
FLSA Status: Non-Exempt

Position Summary: The internship is designed to provide hands on experience in the Sales department. The intern will report to the Director of Sales and be a part of meaningful sales activities. The candidate must be detail-oriented, organized, a self-starter, and have the ability to prioritize and manage multiple sales projects. The candidate must have the ability to see a task through to completion.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Follow-up and communicate with sales leads.
- Provide support for the direct sales organization.
- Assist with merchant onboarding and orientation.
- Collaborate with internal departments for the purpose of account approval, activation and maintenance.

Competencies: To perform the job successfully, an individual should demonstrate the following.

- Problem Solving – Identifies and resolves problems in a timely manner.
- Customer Service – Responds promptly to customer needs.
- Interpersonal – Remains open to others’ ideas and tries new things.
- Oral Communication – Speaks clearly and persuasively in positive or negative situations.
- Teamwork – Balances team and individual responsibilities.
- Written Communication – Writes clearly and informatively.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience: No prior experience or training.

Language Ability:
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
Math Ability:
  • Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
  • Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:
  • Ability to define problems, collect data, establish facts, and draw valid conclusions.
  • Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills: Word processing software, spreadsheets, e-mail

Certifications or Licenses: None

Supervisory Responsibilities: None

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must be able to occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.