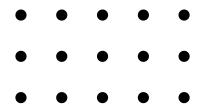




WE'RE



HIRING

Sales Summer Internship

Position Summary

Sales interns help the Logo Brands Sales Support and Regional Sales Managers. They perform a number of responsibilities related to engaging new and existing clients, with the goal of generating sales and retaining customers. Some day-to-day tasks performed by sales interns include handling regular calls and emails from customers; assisting Sales Support with daily tasks and projects; and communicating with other individuals and departments within the organization as needed. Sales Interns also help resolve any customer issues in a timely and efficient manner. Sales Interns will get a one-of-a-kind learning experience in a fast-paced environment that will be beneficial in their career.

Responsibilities:

- Help develop marketing strategies, preparing sales and marketing proposals.
- Provide service and product feedback to relevant departments.
- Act as liaison between outside sales and customers by keeping in contact with prospective clients throughout the sale.
- Maintain a strong knowledge of products and services.
- Solve problems and take action where possible as well as escalating when necessary.
- Interact with clients, resolve problems, and provide information and support.
- Perform, organize, and streamline operational tasks to reduce the potential for errors.
- Ensure delivery of excellent customer service through fast and accurate processing of orders, communication, and coordinating with other departments to resolve inquiries.
- Assist Sales Support and Regional Sales Managers with daily tasks as needed.

Daily Tasks Include:

- Power Hour (outbound calls)
- Review past cancel reports
- Check open order reports for issues/opportunities
- Manage daily Asana tasks
- RMA's/credit memos
- Order entry
- Manage report draft
- Correspondence: inbound calls, emails, follow-up with customers
- Analyze open orders for holes/opportunities
- Resolve customer/order issues with other departments and account executive
- Monitor parent/unapproved orders
- Communicate trends to team

Hours:

- Schedule determined by Logo Brands team lead.
- Most positions will be Monday – Friday from 8:00am to 5:00pm.
- This position is not remote. You will be required to be in the office.

Pay:

- \$2,000 gross paid in two installments monthly.

Send your resume to: Kayli@logobrand.com