

Sales Intern Job Description

We are searching for a committed, deadline-driven Sales Intern to join our excellent Sales team. The Sales Intern will complete all tasks assigned by the Manager, which may include conducting research, identifying business opportunities, managing email campaigns, generating sales leads, making cold calls, participating in meetings, and assisting the Sales department wherever possible. You should be able to take instruction, but also work unsupervised when required.

To be successful as a Sales Intern, you should be willing to learn as much about the company as possible and be able to spot opportunities that have been overlooked by others. Outstanding Sales Interns are problem solvers who know the value of building lasting, professional relationships with clients.

Sales Intern Responsibilities:

- Working closely with the Manager or assigned staff member, and completing all allocated tasks.
- Research and generate lists of potential customers
- Attending and participating in meetings, workshops.
- Help develop customer relationships and retain existing accounts
- Updating documents and sales records.
- Observing and carrying out sales processes.
- Identifying potential weaknesses and offering improvement suggestions.
- Assisting managers with negotiations.
- Keeping a log of everything learned and delivering presentations to staff and other stakeholders.

Sales Intern Requirements:

- Student (3-4 year) or fresh graduate (up to 1 year); Sales, Advertising, Marketing, or Business major
- Upper-intermediate level of English
- Strong self-motivation.
- Ability to work alone or as part of a team.
- Ability to cope with rejection.
- Excellent interpersonal and communication skills
- Ability to remain calm in fast-paced environments.

We're offering you:

- Temporary work contract – two or more months
- Flexible working hours and ability to work remotely

How You Apply:

Please email us your CV to datasoft.sarajevo@gmail.com with “Job application” included in the subject line.

We thank all applicants; however, only short-listed candidates will be contacted for interviews.

Location: Sarajevo

Number of positions: 2

Deadline: 15.12.2020.

About Social Explorer:

Social Explorer is a fast growing software company that is passionate about helping people understand the world through data. We combine technological innovation with data expertise to create innovative web solutions for data visualization and processing. From our offices in Sarajevo (DATASOFT d.o.o.) and New York City, our diverse team of engineers, designers and data scientists serve customers in education, media, business, government and other industries. Our products have been used by millions of people around the world to visually explore and transform data into meaningful information.