



**Minnesota Office Technology Group**

<b>Division / Department:</b>	Sales	
<b>Location:</b>	Minneapolis, Minnesota	
<b>Job Title:</b>	Sales Intern	
	<b>Type of position:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Intern	<b>Hours per week:</b> <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 24, 2010 to July 30, 2010. 2 Interns will report to our Minneapolis, Minnesota office.

**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

**Requirements:**

1. BS/BA degree in business or other related field in progress
2. Valid drivers license and minimum levels of auto insurance coverage
3. Excellent communication (oral and written and presentation skills)
4. Proficiency using MS Office, e.g., PowerPoint, Excel and Word and the internet for research
5. Personal drive and internal motivation toward high achievement
6. Ability to work collaboratively and effectively in a team-oriented environment
7. Ability to influence, negotiate and gain commitment at all organizational levels
8. Demonstrated flexibility and adaptability; willingness to take risks and try new approaches