

Internship Description

Title

Sales person

Department

Sales

Skills and Areas

An Intern will gain practical experience in sales, cold calling, telesales, contact prospecting, meetings, preparing sales material, emailing, working with crm, credit control, contacting clients due payment, preparing quotes and invoices and sending them to clients, preparing reports, handling customers queries and phone calls, managing orders, records keeping, on the side of your main duty you will have an opportunity to work on bookkeeping and entry of expenses for the company, localising websites and various Internet related tasks.: posting articles, renewing links, updating content online, ad publishing etc. This can be applied for future jobs such as office administration, localisation, project management and other not limited to the sales sector. The Intern will gain professional experience in staff management and direct sales, customer service, improve communication skills, presentation, reporting etc. We will provide the following training: using office equipment and software, communication guidelines when dealing with customers, writing business letters and emails.

Payment

This is an unpaid internship. The payment is assumed by educational institution, scholarship fund or an Intern themselves. The company may decide at its own discretion to pay the Intern some bonuses relating to their performance and achievements in a form of pocket expenses (e.g. public transport and lunches). Accommodation will not be provided, but the company can assist in arranging it. The Intern will have to have reasonable finances for a stay in Ireland during the Internship period.

Agreement

The Intern should provide a sample agreement from their educational institution or authority paying for the scholarship. If the Intern is applying directly, the company will send its own agreement to sign.

Mentor

The Organisation will assign a mentor to support the Intern during the Internship.

Skills Required

Students ideally from Business studies, Economics, Marketing and Sales studies. The Intern will be working with business and private customers who may have little or no English. Friendliness, self-motivation, good language and communication are essential skills to have to meet and greet customers, handle emails and phone calls. Knowledge of standard computer navigation and programs such as Internet browsers and Microsoft Office suite is required with average typing speed. Previous computer courses will be a benefit.

Qualifications Details

Leaving certificate or equivalent. Must be fluent in English. Second language is an advantage.

Contract Type

Duration: 5, 6, 9 or 12 months

Type: Part Time / Full Time

Days per week: 5 (Monday - Friday)

Office working hours: 09:00 - 18:00

Minimum / Maximum hours per day: 4 / 8

Minimum / Maximum hours per week: 20 - 25 / 35 - 39

Start date: *Subject to availability

Possible Locations

Cork office: 7 South Mall, Cork, Ireland

Limerick office: 18 Mallow Street Upper, Limerick, Ireland