Express Employment Professionals – Grand Forks location is looking for part-time Sales and Marketing Intern. This $10 per hour position has flexible hours and unlimited learning potential.

Express Employment Professionals serves local businesses with both full-time and temporary staffing and job placement in addition to providing human resource services and consulting.

Please contact manager Sarah Gratton at 701-787-5655 or email resume to sarah.gratton@expresspros.com.

Sales and Marketing Intern

Essential Functions

1. Increase sales/job orders by making regular personal and telephone contacts with accounts and prospects, developing a network within a selected business niche.
   - Conducts prescribed number of sales and recruiting calls, obtaining information about prospects’ businesses, decision makers, and new business opportunities.
   - Conducts follow-up calls as necessary.
   - Analyzes individual accounts to determine potential business and prepares monthly, quarterly, and annual forecasts.

   1. Organizing/implementing Monthly Sales/Marketing Programs
   2. Creating Weekly PowerPoint presentations

Knowledge and Skills

A variety of skills is necessary in order to become and remain a successful Express Professional Sales and Marketing Intern. Among these are:

- Skills in selling and a willingness to further develop those skills.
- Ability to manage time.
- Excellent communication skills.
  - Should understand and be able to apply effective human relations and problem-solving principles.
- Maintains confidentiality across all functional areas.
• Should have basic computer skills
  o Ability to compose routine correspondence and detailed reports.
  o Should possess or develop a thorough understanding of Internet search capabilities and Internet recruiting techniques.
• Must be able to effectively speak before groups.

Other Duties

• Completes weekly and monthly reports on activity, expenses, results, programs, etc.
• Other duties and projects as assigned.

Working Conditions and Physical Requirements

• Primary activities are conducted within a well-lit, climate-controlled office.
• Occasional trips to client locations require travel and potential exposure to unpleasant weather conditions.*
• Ability to sit for extended periods of time and possess the normal range of body motion.
• Must be able to work effectively under the stress of multiple daily deadlines and commitments.

* Must maintain a valid state driver’s license.